

## SAMPLE FORMAT OF A ENDORSEMENT MEMORANDUM

### LETTER HEAD

**Office Symbol**

**Date**

Memorandum THRU Director, Human Resources, United States Army Garrison-Hawaii,  
(IMHW-HRM), Schofield Barracks, HI 96857-5000

FOR Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue,  
(HRC-OPL-R), Ft. Knox, KY 40122

SUBJECT: Request for Voluntary Retirement for **Rank, First Name, MI, Last Name, Unit**

1. Recommend (**approval/disapproval**) (*if disapproved must provide justification*) of the request for voluntary retirement.
2. POC for this action is the undersigned at **(808) 000-0000**.

**(O-6 Command Level)**  
**SIGNATURE BLOCK**  
**RANK, BRANCH**  
**Commanding**