

MEMORANDUM FOR: Rear Admiral Nancy Hann, NOAA
Director, NOAA Corps

THROUGH: Rank (second line supervisor), NOAA
Title

THROUGH: Rank (first line supervisor), NOAA
Title

FROM: Rank (your name), NOAA
Your Title

SUBJECT: Request for Voluntary Resignation

I hereby submit my resignation from the NOAA Corps, and request that it be accepted effective Date. To my knowledge, I am (am not) financially indebted to the Government." (If knowledge of indebtedness exists, indicate the amount of indebtedness and the schedule established for repayment).

Add personal reason or statement (not required).

Respectfully submitted.