

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

THROUGH: Your Supervisor  
Their Title

FROM: Rank Your Name, NOAA  
Title

SUBJECT: Request for Voluntary Retirement

Having completed (insert number) years of active service, I request transfer to the Retired List to be effective on the first day of (insert month and year). 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).