(UNIT LETTER HEAD)

(OFFICE SYMBOL) (DATE)

MEMORANDUM THRU

FULL-TIME CHAIN OF COMMAND

The Office of the Adjutant General, Chief of Staff, ATTN**:** COL William E. Crane, 1703

Coonskin Drive, Charleston, WV25311

FOR AGR Manager (NGWV-HRO-AGR), Joint Forces Headquarters, 1703 Coonskin Drive, Charleston, West Virginia 25311

SUBJECT**:** REQUEST FOR AGR RESIGNATION

1. I**,** RANK LAST, FIRST, MI 000-00-0000, am requesting resignation from my AGR position in the West Virginia ArmyNational Guard. I am requesting that my resignation be effective DDMMYYYY. I am requesting a final out-processing date of DDMMYYYY with the WVARNG HRO office.

2. REASON(S) FOR RESIGNATION REQUEST TO BE APPROVED. The Para and Line of my new M-DAY position will be 121-12. Attached is a hard copy of my Transition DA31.

3. I understand that my final Transition DA31 must be completed on a manual form instead of the automated leave system to prevent pay issues involving Transition Leave.

4. I understand that I must out-process through HRO prior to going on any Permissive Temporary Duty (PTDY) or Transition Leave.

5. If additional information is needed I can be reached at (123) 456-7890 or (123) 456-6789**.**

2 Encl JESSE JAMES

LES SSG, WVARNG

DA 31 Recruiting and Retention NCO