

Resignation/Termination Sample

Organization
Address
Phone

Office Symbol

Date

MEMORANDUM FOR Instructor Management Division

SUBJECT: Resignation of JROTC Instructors

1. Rank Name _____

SSN _____

Terminated or resigned his/her JROTC Position on
Effective Date _____.

2. Reason for Resignation/Termination

- Personal
- Retire
- Medical
- Accepting another JROTC Position

School _____

City/State _____

Start Date _____

3. POC and Phone Number.

Signature Block/Title
Signature