

UNIT LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

XXXXXXX (*Unit/Battalion/Directorate*)

XXXXXXX (*MSC/Brigade*)

FOR Human Resources Office AGR Branch (NGOH-HRO-M), 2825 West Dublin Granville Road,
Columbus, Ohio, 43235-2789

SUBJECT: Request for Resignation from the Active Guard Reserve (AGR) Program

1. I request to resign from the AGR Program effective _____.

a. NAME

b. SSN: XXXX (*Last 4 Digits*)

c. HOME ADDRESS:

d. UNIT OF ASSIGNMENT:

e. LAST DUTY DAY:

f. PROJECTED END DATE OF AGR TOUR (including all leave):

g. DUTY STATUS UPON RESIGNATION: (*Active or Traditional*)

2. I understand that I am leaving active duty status and I must take or sell any accumulated leave prior to my resignation date. If I remain in an active status with the Army, I can retain my accumulated leave in my new assignment. (*Include your plan to take or sell leave as applicable*)

3. The reason for my resignation is _____.

3. I understand that I will not be eligible to apply for another AGR tour for a period of one year after the effective date of my resignation.

4. Point of contact for this correspondence is the undersigned at (*Phone and Email*)...

AGR Soldier Signature Block

“When Called - We Respond With Ready Units”