

## UNIT LETTERHEAD

Office Symbol

Day# Month Year#

MEMORANDUM FOR US Army Transition Point, Fort Knox, Kentucky 40121-5000

SUBJECT: Installation Clearance

This certifies that MSG, JOHN DOE SAMPLE, 000-00-0000, separating for the purpose of retirement on 31 December 2004, has cleared this unit of all individual and unit property responsibility. This includes verification of the follow:

- a. Individual Clothing and Equipment.
- b. Organizational clothing and equipment.
- c. Leave records.
- d. Debts due the government.

Commanders Signature Block