

MEMORANDUM FOR HUMAN RESOURCES OFFICE-AGR BRANCH

SUBJECT: Request for Voluntary Separation from AGR Program

1. I, \_\_\_\_\_, am requesting a AGR Curtailment for Voluntary Separation, with an an effective date of \_\_\_\_\_. I am requesting a voluntary separation from the AGR Program for the following reason:
  
2. This memorandum serves as my formal request for approval to Separate on \_\_\_\_\_. I currently have a leave balance of \_\_\_\_ days. My terminal leave will start on \_\_\_\_\_ (as applicable) and will end on \_\_\_\_\_.
  
3. My Home of Record is \_\_\_\_\_.
  
4. Any questions regarding this matter may be directed to the undersigned at \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, HIANG  
\_\_\_\_\_