

**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Public Health Service

Commissioned Corps Personnel and Readiness

Office of the Surgeon General

1101 Wootton Parkway, Plaza Level, Suite 100

Rockville, MD 20852

SAMPLE RETIREMENT REQUEST MEMO

**Date: 01 July 2014**

**From: CAPT John Doe, PHS #00000**

**Subject: Request for Voluntary Retirement**

**To: radm Scott F. Giberson**

 **Division of Commissioned Corps Personnel and Readiness**

**I request approval for voluntary retirement from the Commissioned Corps of the U.S. Public Health Service effective Month XX, 201X. At that time, I will have completed a minimum of 20 years active duty. By my signature below, I certify that I am aware that this date will be effective date of my retirement and cannot be changed after Personnel Orders have been issued.**

**After a productive and meaningful career, I am requesting this retirement to pursue personal interests.**

**By my signature below, I certify that I am aware of the requirement for voluntary retirement with less than 30 years service that the PHS certify that my services are no longer required.**

 **John Doe**

 **Rank, USPHS**