

OFFICIAL
LETTERHEAD

Unit Name

Date

MEMORANDUM FOR EMPLOYER / EDUCATOR

SUBJECT: Soldier Performing Military Duty

1. This memorandum is to confirm that the following Soldiers will be present for military duty. If you need any further clarification, do not hesitate to call or email the undersigned.

2. Inclusive Dates:

Beginning date – end date (Drill Attendance) and beginning - end (Annual Training)

3. Affected Soldiers:

Rank & Names

SPC John Doe
PFC Roberto Smith

4. Point of contact for this memorandum is XXXXX, and can be reached at: 309-XXX-XXXX or XXX@mail.mil

Signature
Digitally signed by
Date:

Name
Rank & Branch