
MEMORANDUM FOR HUMAN RESOURCES OFFICE-AGR BRANCH

SUBJECT: Request for Retirement

1. I, _____, am requesting a AGR Curtailment for Retirement, with an an effective date of _____. I have/ will submit my application for retirement on _____ via <https://arpc.afrc.af.mil/vPC-GR/retire.asp>.
2. This memorandum serves as my formal request for approval to Retire 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
