



STATE OF ARKANSAS
Department of the Military

State Military Department
Office of Human Resources
Camp J.T. Robinson
Building 4201, Box 28
North Little Rock, AR 72199
<https://military.arkansas.gov>

Memorandum

Date: _____

To: _____

From: _____

Please accept this as my notice of separation from the Department of the Military, per the reason checked below. This separation is effective on:

_____ at _____.
Date Time

Subject:

Voluntary Resignation (separation from state service)

Involuntary Termination (separation from state service)

Probationary Period

Transfer within DOM to another division _____

Transfer to another state agency _____

Retirement

Employee's Name (printed)

Personnel Number

Employee's Signature

Employee not present to sign.

Supervisor's Signature

Please forward a copy of this memo to the DOM Human Resources Office and attach any relevant personnel/payroll transaction documents.