



The Department of the Military
Human Resources Unit
Bldg 4201, Camp Robinson
North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON
Governor

SCOTT STANGER
Chief of Staff

July 23, 2019

Sue Smith (AASIS Personnel #)
Mailing Address on record
XXXXXXXX

Subject: Retirement Notification for Sue Smith

Dear Ms. Smith:

This letter is to confirm that your employment with the Department of the Military (DOTM) is terminated due to your **retirement resignation** effective August 1, 2019. This notification is provided in accordance with DOTM Policies (Employee Discipline Policy: Conduct/Performance) and (Resignation or Termination) policy.

Employees terminated for cause are ineligible for rehire. The period of ineligibility is two (2) years or permanent. (See DOTM Disciplinary Policy). Your eligibility for re-employment is as follows:

- Eligible for future re-employment consideration
- Disqualified from re-employment for two years from date of termination
- Disqualified from re-employment permanently for any position in DOTM.

You may contact HR/Payroll at 501-212-5157 to discuss your accumulated leave balances and, insurance coverage and COBRA options.

Should you choose to grieve this action, you may contact the grievance officer at **212-5117** or in person at **Bldg. 4201 Camp Robinson**. **The mailing address is Department of Military Grievance Officer, Box 28 Camp Robinson, North Little Rock, AR 72199. Your grievance must be received within five (5) working days of the date of this letter.**

Sincerely,

Supervisor, Manager,

Cc: Employee
Originating Supervisor's Personnel File
Original TO: HR Personnel Manager