

**Date:** [Current Date]

**To:** [Member Name]

**ID Number:** [Member ID/Last 4 of SSN]

**Address:** [Member Mailing Address]

**Subject: Thirty-Day Notice of Intent to Initiate Administrative Discharge**

Dear [Member Name],

This letter serves as formal notification that I am recommending your administrative discharge from the [Organization/Agency/Military Branch] under the provisions of [Cite Specific Regulation or Policy].

The specific reason(s) for this recommendation is/are:

[Insert detailed description of conduct, performance deficiencies, or medical/administrative reasons].

If this recommendation is approved, your characterization of service is proposed to be [Honorable / General (Under Honorable Conditions) / Other Than Honorable]. The final characterization will be determined by the separation authority.

**Your Rights:**

- You have the right to consult with legal counsel.
- You have the right to submit a written statement on your own behalf within [Number] days of receiving this notice.
- You have the right to waive these rights in writing.

Your separation is tentatively scheduled to occur thirty (30) days from the date of this notice, on or about [Projected Discharge Date]. Pending final approval, you are required to report to [Department/Office] to begin out-processing procedures.

Failure to acknowledge receipt of this letter or to exercise your rights within the specified timeframe may result in the processing of your discharge without further input from you.

Please sign the acknowledgment of receipt below and return it to [Name/Office] immediately.

Sincerely,

[Signature]

[Printed Name]

[Rank/Title]

[Command/Organization]

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**ACKNOWLEDGMENT OF RECEIPT**

I hereby acknowledge receipt of this notification on this date.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_