

SAMPLE REQUEST FOR HIRE LETTER

(Letterhead of School/District Hiring Authority or business format letter)
(include fax number)

Commander
Headquarters, U.S. Army Cadet Command
ATTN: ATCC-HS-IM
Fort Monroe, Virginia 23651-5000

Dear Sir:

Request approval to hire the following named individual as a Junior ROTC Instructor at (school name, city, state):

Retired Rank and full Name:

SSAN:

Date of Retirement: _____ Years and months of Active Federal Service
for retired pay: _____ years, _____ months

Date of Employment on an Army cost-shared basis:
(May not be before first day of retirement)

Ending date of contract:

Reason: Initial hire (newly established program)

Replacement hire

Rank/Name of previous incumbent:
Termination date:

Army-approved increase in authorized staffing

Headquarters that approved the increase:
Date of approval memorandum:

An initial estimate of the individual's minimum instructor pay is is not requested.

(Signature of Hiring Authority)