OFFICE SYMBOL 30 January 2024

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Employer Confirmation Letter

1. **SGT. Snuffy, Joe** is currently assigned to the 123rd This Support Battalion. This memorandum is to inform you that he is scheduled to attend mandatory battle assembly at Named Reserve Center, 123 Commanders Drive, Anywhere, FL, 00000 on the following dates for military training.

8-11 MARCH 2024

13-16 JUNE 2024

11-15 SEPTEMBER 2024

2. It is schools like you who allow citizen-soldiers to attend required training to help America remain defensively strong.

3. If you have any further inquiries, please contact SGT Jane Doe, Battalion S-1 NCO at (000) 000-0000 or via email at Jane.r.doe.mil@army.mil

 JOHN C. DOE

 CPT, MP, USAR

Commanding