

TEMPLATE F

TO: PCV Name

FROM: Country Director Name – Peace Corps Country

DATE:

RE: Consideration of Administrative Separation Memo

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1. State grounds for “Consideration of Administrative Separation.”

Example: “This memo is to inform you that I am considering administratively separating you from Peace Corps service on the following grounds:” (*see* MS 284, Section 4.1.2)

2. Provide information in support of the grounds for administrative separation.

Provide any relevant information relating to the grounds for consideration of administrative separation.

3. Inform the PCV of the opportunity to respond.

4. Inform the PCV of the option to resign (*see* Section 4.1.2).