

**SAMPLE CLEARANCE MEMORANDUM**

**UNIT HEADER**

**OFFICE SYMBOL**

**DATE**

MEMORANDUM FOR US Army Transition Point, Fort Knox, Kentucky  
40121-5000

SUBJECT: Installation Clearance

This certifies that **MSG JOHN DOE SAMPLE, 000-00-0000**, separating for the purpose of retirement on **31 July 2002**, has cleared this unit of all individual and unit property responsibility. This includes verification of the following:

- a. Individual clothing and equipment.
- b. Organizational clothing and equipment.
- c. Leave records.
- d. Debts due to US government.

**COMMANDER'S SIGNATURE BLOCK**