DATE: _____

**TEXAS DEPARTMENT OF PUBLIC SAFETY**
**ETR/RECRUITING DEPARTMENT**
**P.O. BOX 4087**
**AUSTIN, TEXAS 78773-0001**

**TO WHOM IT MAY CONCERN:**
**THIS LETTER WILL CONFIRM THE TERMINAL LEAVE AND DISCHARGE INFORMATION ON THE INDIVIDUAL NAMED BELOW.**

**NAME:**_____

**RANK:** _____

**SOCIAL SECURITY#** _____

**BEGINNING DATE OF**
**TERMINAL LEAVE:** _____

**EXPIRATION TERM OF SERVICE**
**(ETS) OR RETIREMENT DATE:**_____

**TYPE OF DISCHARGE:** _____ HONORABLE

_____ GENERAL UNDER HONORABLE CONDITIONS

_____ UNCHARACTERIZED (PLEASE STATE REASON)

_____

_____ DISHONORABLE

_____ BAD CONDUCT

**SIGNATURE:** _____
(COMMANDING OFFICER)

**NAME:** _____

**UNIT:** _____

**LOCATION/ZIP:** _____

**PHONE:** _____