

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:** \_\_\_\_\_