1 May 2011   
  
  
MEMORANDUM FOR Commander,

SUBJECT: Letter of Continuity for SGT Jones, Chipper

1. Name / SSN: SGT Jones, Chipper L. (111-11-1111)

2. Unit / Current position:

3. Date of rank / Date last evaluation: 20101001 / 20110215 (currently w/ 1SG review a-o 1MAY11)

4. Date assigned to unit / Projected loss date: 20100105 / 20120201

5. Awards received while in unit: NONE

6. Accomplishments:

a. SGT Jones did this.

b. SGT Jones did this.

c. SGT Jones did this.

d. SGT Jones did this

7. The POC for this memorandum is the undersigned @ (XXX)XXX-XXXX.  
  
  
  
  
 x  
 x  
 Commanding