

MEMORANDUM FOR XXXXXXXX

SUBJECT: Notification of Pending Separation Action – Rank First Last

1. Today I, _____ [Name and Rank of service member] was read separation paperwork for refusing to be fully vaccinated for COVID-19.

2. On [date] I submitted my request for a religious exemption from the COVID-19 vaccine. It was denied on [date]. On [date] I submitted my appeal to the denial of my request for a religious exemption from the COVID-19 vaccine. My appeal was denied on [date].

3. In the appeal denial [name and rank/title of person denying appeal] stated words to effect that granting the religious exemption would have a direct impact on military readiness but did not explain how my not receiving the vaccine for religious reasons would impact readiness. We all became aware of COVID-19 in about January or February of 2020. Since that time and for over two years now, myself along with many service members, have continue to perform our duties unvaccinated.

4. Despite the unvaccinated continuing to perform unencumbered for over two years with zero impact to readiness, we are now being told that we will be separated. Logically wont separating all those who requested a religious exemption and were denied due to a potential “impact to readiness,” similarly have an “impact to readiness.”

5. Based on the statements and logic above:

a. (Sir/Ma’am), do you agree that separating me will have an impact on readiness?

(please initial one) Yes: _____ No: _____

b. If no, can you explain how my being unvaccinated for over two years and continuing to remain unvaccinated will impact readiness?

(please initial one) Yes: _____ No: _____

Comments: _____

Service Member Signature Block