



Day Month Year

Dear Marine,

As you complete your dedicated service to our Corps, I want to thank you for your inspiring leadership and commitment. As you prepare for this transition, I hope you will take time to reflect fondly on your many accomplishments as a Marine. You represented your family, community, and country with distinction – and your fellow Marines are grateful for your service.

The strength of our Corps is our Marines. We rely on courageous citizens from each generation to answer our Nation's call and uphold the distinguished reputation of our Corps. Thank you for stepping up and taking on that challenge. Your knowledge, experience, leadership, and determination contributed to the success of every unit with which you served. I know you will bring those same values and skills to whatever future path you choose. Wherever life takes you, you will always be a United States Marine and your Marine Corps family will always be there for you.

It's an honor to join your family, friends, and fellow Marines in congratulating you on your honorable service. You should take great pride in all you have accomplished for Corps and country. I wish you the very best as you begin this next chapter. Fair winds and following seas.

Semper Fidelis,

A handwritten signature in black ink, appearing to read "D.H. Berger".

David H. Berger
General, U.S. Marine Corps
Commandant of the Marine Corps

Rank First Name Last Name, USMC
Number Dedicated Service Years
Street Address
City, State Zip Code