

DD MM 2025

From: Supervisor/Manager, Name, Title, Organization
For: Name, Position, Pay Plan-Series-Grade, Organization

Subject: NOTICE OF ADMINISTRATIVE LEAVE

Reference:(a) OPM Email – Fork in the Road

1. In accordance with reference (a), on [DATE] you responded “Resign” to the Office of Personnel Management (OPM), notifying OPM that you accepted a “formal resignation from employment with [your] employing agency, effective September 30, 2025.”
2. This is to notify you that I am placing you on administrative leave effective immediately. Administrative leave is a non-duty status, without charge to leave or loss of pay. You are to return to your supervisor, [INSERT SUPERVISOR NAME], all government equipment and material in your possession, including, but not limited to your government issued laptop, your common access card, your government travel card, office keys, and all work products and materials. If you have any government equipment or materials stored or kept outside the office, you are to return the materials to [INSERT LOCATION] within 24 hours of your receipt of this letter.
3. While on administrative leave, you are directed not to report for duty or to enter any [INSERT BASE/BUILDING LOCATION], property or building without prior approval. If you need access to the facility, you must contact [INSERT SECURITY POC CONTACT INFO].
4. You are subject to immediate recall at management’s direction. You must ensure that your supervisor is able to reach you at any time. Immediately upon receipt of this letter, you must provide your supervisor a telephone number and personal email address where you can be reached.
5. It is imperative that you frequently check your personal email account and reply expeditiously to any correspondence surrounding your security clearance or excused absence status.
6. If you have any questions about this letter, you may contact [SERVICING HR OR LER SPECIALIST] by email at [email@us.navy.mil] or phone at [phone].

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Copy to: XXXXXXXXXXX