

(Office Symbol)

MEMORANDUM FOR RECORD

SUBJECT: Letter of Continuity for SSG May, Sallie

1. SSG May, Sallie serves as XXXX (duty description) for XXXX(current unit). This memorandum will cover SSG May's performance and potential from (last THRU date – current date)
2. Discuss SM performance in this paragraph.
3. Discuss SM overall potential in this paragraph. (ie. promotion, PME, and overall numerated rating)
4. The point of contact is the undersigned at (123)-456-7891

Jennifer Dough
CPT, QM
Commanding