

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Unit or Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Dismissal from JKO Training

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request my dismissal from the Joint Knowledge Online (JKO) training program due to [briefly explain reason, e.g., personal circumstances, health issues, etc.].

I understand the importance of this training and the commitment it requires. However, due to [reason], I am unable to continue. I have given this decision considerable thought and believe it is in my best interest. I appreciate any support or guidance you can provide regarding the process of my dismissal. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Rank/Position]
[Your Unit/Organization]