



Ministry of Defence



**Service Leavers Pack Team**

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Ref: SPVA/JPAC SLP

Date:

Dear

According to our records your last day of service will be

This pack has been produced to give help and advice on a range of topics as you plan for the transition to civilian life. Your Unit Resettlement Office can give additional support and guidance should you need it. The pack is also available to download from the internet at: [www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/SPVA/ServiceLeaversPack.htm](http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/SPVA/ServiceLeaversPack.htm).

An AFPS Form Pen1 is also enclosed in the pack. You **must** complete and return this form or you will not receive the benefits that you are entitled to.

If you are admitted to hospital during your Terminal Leave please make sure your family, friends or the hospital staff contact your unit to let them know the nature or your illness or injury and the length of time you expect to be in hospital. Your last day of service may be extended to cover the period you are an in-patient.

If you have a question and can't find the answer in the pack please contact your unit HR admin staff, or the Enquiry Centre on 0800 085 3600 (Freephone) or 94560 3600 (Military).

Yours sincerely,

JPAC Service Leavers Pack Team