

Sample Ombudsman Termination Letter for Cause

From: Commanding Officer

To: (Ombudsman)

Subj: TERMINATION OF APPOINTMENT AS COMMAND FAMILY OMBUDSMAN

Ref: (a) OPNAVINST 1750.1G CH-1, Navy Family Ombudsman Program

Date:

1. Per reference (a), your appointment as this command's family ombudsman is terminated immediately for (examples for termination below):
 - a. Breach of confidentiality
 - b. Unavailability to command family members
 - c. Failure to execute this command's ombudsman mission, as directed by appropriate authority.
 - d. Failure to participate in required and available training, as directed.
 - e. Incompatibility with chain of command.
2. Thank you for your service.

(Commanding officer's signature)

Commanding officer's name