

KEY SPOUSE LETTER OF RESIGNATION

MEMORANDUM FOR [Insert unit CC name]

FROM: [Insert Key Spouse name]

SUBJECT: Key Spouse Resignation Letter

1. I hereby resign my appointment as the [Insert unit name] KS, effective
for .

2. Please accept my heartfelt thanks for the opportunity to volunteer in this capacity and
serve the men and women of the [Insert unit name] .

[Key Spouse signature block]

Cc:
CCF