APPENDIX H - SAMPLE LETTER OF RESIGNATION

DD MMM YY

MEMORANDUM FOR [Insert unit CC name]

FROM: [Insert Key Spouse name]

SUBJECT: Key Spouse Resignation Letter

1. I hereby resign my appointment as Key Spouse for (insert unit name), effective (DD MMM YY).

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
A&FRC