

ORGANIZATIONAL LETTERHEAD

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 the Key Spouse or Key Spouse Mentor 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, women and families within the (insert unit name).

[Key Spouse/Key Spouse Mentor signature block]

Cc:
CCF