

## LETTER OF RESIGNATION

DD MMM YY

MEMORANDUM FOR [Unit CC]

FROM: [Key Spouse's Name]

SUBJECT: Key Spouse Resignation Letter

1. I hereby resign my appointment as Key Spouse for (unit name), effective (DD MMM YY) for the following reason(s):

- a. Permanent change of station
- b. Personal reasons
- c. Health issues
- d. New child
- e. Other (please specify)

2. Please accept my heartfelt thanks for the opportunity to volunteer in this capacity and serve the (unit name) men and women.

[Key Spouse signature block]

cc:  
CCF  
Airman & Family Readiness Center