

From:

To:

Subj: Resignation as Family Readiness Group (**fill in position**)

Reference: FAMILY READINESS GROUP OFFICER

Please be advised that I (**fill in name**) resign as (**fill in position**) as of (**enter date**). Due to:

- Transfer of my spouse.
- Retirement of my spouse.
- Personal reasons.

Please acknowledge receipt and acceptance of this resignation.

Thank You,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

The forgoing resignation is hereby accepted and is effective as of (enter date).

By:

\_\_\_\_\_  
FRG Position