

**Kiwanis Club Of Kingsport**  
P.O. Box 3506, Kingsport, TN 37664  
**Resignation Form**

Date: \_\_\_\_\_

To the Board of Directors:

By this letter, I, \_\_\_\_\_, **submit my resignation to the Kiwanis Club of Kingsport**, effective \_\_\_\_\_.

I understand that it is my personal responsibility to completely clear my financial commitments to the Club. Please have a final bill for all outstanding charges (meals, dues or other assessments) mailed to my attention at the address below. I understand the entire amount of the final bill is due and payable upon receipt. My phone number(s) are listed below if it is necessary to contact me regarding my resignation or my final bill.

I wish the Club a continued success.

Best regards,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

Mailing address (please print) for final bill and other correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone number(s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Routing: Membership Committee / Board of Directors / Administrative Secretary (file)

Date approved: \_\_\_\_\_

July 2008