Date:

To,

The Board of Directors

**(Name of the Company)**

(Reg. address of the company)

Subject: Resignation from the office of Director/Managing Director/Whole Time Director/Independent Director/(etc. as the case may be)

Dear Sir/Madam,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Director’s name), (DIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Designation) of the company, hereby tender my resignation from the given position with immediate effect due to …………………………(explain the reasons in brief).

Kindly accept my resignation letter and relieve me of my duties and responsibilities.

I thank the Board of Directors for having given me the opportunity and assistance to discharge my duties during my tenure as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Designation) of the Company.

Kindly acknowledge the receipt of the resignation letter.

Thanking You,

Yours Sincerely,

**Signature**

**Name:**

**DIN:**

**Date:**

**Place:**