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**BOARD RESOLUTION ACCEPTING DIRECTOR'S RESIGNATION**

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**TO TAKE NOTICE OF THE RESIGNATION OF MR./ MS \_\_\_\_\_,  
DIRECTOR, DATED \_\_\_\_\_.**

The company has received a letter of resignation from the aforementioned, wherein he/she has issued a request to be relieved of his/ her duties to our business concern by stepping down from the directorship position. The Chair has accepted his/her request and the following acknowledgement has been issued.

The board takes note of the resignation. The board would like to express their sincerest gratitude for the invaluable contributions for Mr./Ms. \_\_\_\_\_ has made towards our company. His/her association has allowed the company to reap the benefits of a myriad of business opportunities.

**“RESOLVED** that the board of directors of the company do hereby accept resignation tendered by Mr./Ms. \_\_\_\_\_, from the office of director of the company w.e.f \_\_\_\_\_.”

**“RESOLVED** further that Mr./Ms. \_\_\_\_\_, company secretary be and is hereby authorized to file Form DIR-12 to that effect to the registrar of companies, \_\_\_\_\_”