
DIRECTOR'S LETTER OF RESIGNATION

Date,

To,

The Board of Directors,

_____ (Limited/ Private Limited)

(State)

(City)

(Pin code)

Subject: Resignation from the post of Director

Ref: Name _____, DIN _____

Dear sir/ madam,

I _____, r/o _____, would hereby like to tender by application to resign from the directorship position I currently occupy in your company. Kindly accept this letter as my resignation with immediate effect, from the post of Director of ABC Private Limited, and relieve me of my duties.

If it would so please you, acknowledge this letter and arrange to submit the necessary forms with the office of the Registrar of Companies, _____ to that effect.

Yours faithfully,

(Name)

(Address)