

Date :

To

[Company Name  
Company Address

Subject -My Resignation as director from the Company \_\_\_\_\_ [Company Name ]  
having CIN No : \_\_\_\_\_

Dear Sir,

This letter is to inform you that I \_\_\_\_\_ (My Name) is Resigning as a Director  
from your Company, with effectively from \_\_Date\_\_\_\_\_

It has been my pleasure to serve on the board. Due to professional commitments, I  
am not in a position to continue as a Director of the Company. I hereby tender my  
Resignation as director of your company.

Please file the requisite forms with the authorities and remove my Name as Director  
and authorized signatory from all the places including Bank.

Kindly acknowledge the same.

Director Name

Signatures :

DIN :

Data :

Place :