

Dear [Mention the name of the recipient],

Kindly consider this letter as my resignation from the post of director of [Mention the name of the corporation or organization]. [Mention the date] will be the last date of my service here. Unfortunately, I am not in the position to give my time to the matters of the company, due to my pre-occupation elsewhere, an area which is unavoidable. I have been thinking about informing you about the same for the past few days, but I could only bring it now.

For [Mention the number of years], it has been an honor to serve the company, making some important decisions for its betterment. I am proud to have achieved all that was needed for the growth and success of the organization, leading the members towards greater goals. Personally, I would like to state that, during such a long period of association with the company, I have gained some amazing experiences, and the different challenges that I faced, they only enriched my expertise and made me strong.

Right now, I have no choice but to step down from my position due to the [if you want, then you can insert your reason here, though it's optional]. I really cannot express enough times how grateful I am that I was given the opportunity to serve the company in this position for such a long time.

I wish the company the very best of luck with future achievements and I sincerely regret any inconvenience that my resignation might have caused.

In addition to an apology, I would also like to extend my sincere thanks to the chairman for his or her endless support and faith in my work approach and for the kind words during my tenure here.

I would therefore request the board to accept my resignation and proceed with the required formalities.

Thanking you,

Yours sincerely,

[Mention your full name]