

BOARD RESIGNATION LETTER

To: _____

Corporate Name / Company: _____

Registered Office Address: _____

Board of Directors:

Chairperson: _____

Other Directors (optional): _____

From:

Full Name of Resigning Director: _____

Address: _____

Email / Phone: _____

Subject: Resignation from Board of Directors

Dear Members of the Board,

I hereby tender my resignation as a member of the Board of Directors of the Corporation, effective immediately upon delivery of this letter, or at such later date as may be mutually agreed upon in writing.

This decision has been reached after careful consideration, and I believe it serves both my personal interests and the best interests of the Corporation.

Please consider this letter as my formal notice of resignation, pursuant to the Bylaws and applicable laws governing the Corporation and its Board of Directors.

I affirm that I have fulfilled all duties and obligations incumbent upon me up to the date of this resignation and will cooperate with the Board and management to ensure a smooth transition.

I extend my gratitude for the opportunity to serve on the Board and wish the Corporation continued success in its endeavors.

Please acknowledge receipt of this letter and confirm the acceptance of my resignation at your earliest convenience.

Sincerely,

Signature of Resigning Director

BOARD CHAIRPERSON'S ACKNOWLEDGEMENT COMPANY SECRETARY'S ACKNOWLEDGEMENT

Signature: _____

Printed Name: _____

Date: _____

Signature: _____

Printed Name: _____

Date: _____

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