

## Specimen of Director Resignation Letter

Date

To,

The Board of Directors,

\_\_\_\_\_ (Company Name).

Delhi-

Sub: Resignation from the position of Director.

Ref: - Name: \_\_\_\_\_, DIN \_\_\_\_\_.

Dear Sir/Madam,

I \_\_\_\_\_ R/o \_\_\_\_\_ India, due to personal and unavoidable circumstances, I hereby tender my resignation from the Directorship of the Company with immediate effect. Kindly accept this letter as my resignation with immediate effect from \_\_\_\_\_ date, from the post of Director of \_\_\_\_\_ (Company Name), CIN No \_\_\_\_\_ and relieve me of my duties.

Kindly acknowledge the receipt of this resignation letter and arrange to submit the necessary forms with the office of the Registrar of Companies, to that effect.

Thanking You,

Yours sincerely,

Signature:

Mr (Name of Director)

DIN No.: : \_\_\_\_\_,

Dated: \_\_\_\_\_.