

**Specimen of Acceptance Letter of Director Resignation by the Company**

To,

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

Mr \_\_\_\_\_,

\_\_\_\_\_,

Delhi, Pin Code

Subject: Acknowledgement of Resignation,

Dear Sir,

This has reference to your resignation letter dated \_\_\_\_\_. In this regard, please be informed that, the Board of Directors have approved your resignation w.e.f. \_\_\_\_\_, in the duly held Board meeting dated \_\_\_\_\_.

The Board sincerely appreciated your association with the Company and the support which you have rendered during your tenure.

Thanking you,

Yours Faithfully,

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

\_\_\_\_\_.

(Director)

DIN: \_\_\_\_\_.