

Date: _____

To,

The Board of Directors,

Company/LLP Name

Company/LLP Address

Subject: Resignation from the post of Director/Partner of the company

With reference to above it is hereby submitted that due to personal reason, I **Name of Director/Partner** Do/So of **Father's Name** Resident of **Address**, am not in a position to continue as **Director/Partner**.

You are hereby requested to consider this notice as my resignation letter with immediate effect & acknowledge the same.

(Name of Director/Partner)