

## Director Resignation Letter Format

Date, Month, Year

To,

The                      Chairman                      /                      Secretary  
Company                      Name                      Private                      Limited  
City, State, Pin Code

**Subject: Resignation from the Office of Director of the Company**

Dear Sir/Madam,

I hereby tender my resignation from the office of the Director of the Company Name Private Limited with immediate effect (or resignation date) and request that a notice of my resignation letter be given to the Registrar of Companies and the Board of Directors be informed at their next Board Meeting.

I thank the Board of Director for having given me the opportunity and assistance to discharge my duties during my tenure as Director of the Company.

I request you to please provide me an acknowledgement for receipt of the resignation and a copy of the e-Form DIR-12 filed with the Registrar of Companies to that effect for my reference and record.

Thanking You.

Yours faithfully,

DIRECTOR NAME