

ON THE LETTERHEAD OF THE COMPANY

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF [NAME OF COMPANY], HELD ON [DAY DATE TIME] AT [PLACE]

RESIGNATION OF MR. /MRS./MS. [NAME OF DIRECTOR]

RESOLVED THAT the resignation of [NAME OF DIRECTOR] (DIN) from the directorship of the company be and hereby accepted with effect from receipt of Resignation letter i.e [DATE OF RESIGNATION LETTER SENT BY DIRECTOR].

RESOLVED FURTHER THAT the board places on record its appreciation for the assistance and guidance provided his tenure as Director of the company.

RESOLVED FURTHER THAT any director be and is hereby severally authorized to do all the acts, deeds and things which are necessary to the resignation of aforesaid person from the directorship of the company.

\\CERTIFIED TRUE COPY

For [NAME OF COMPANY]

**NAME OF AUTHORISED SIGNATORY
DESIGNATION
DIN/EE ID/ MEMBERSHIP NO.**

Place :

Date :