

[NAME OF DIRECTOR RESIGNING]
DIN:

*Date: __/__/____

To,
Board of Directors,
[NAME OF COMPANY & ADDRESS]

SUBJECT: RESIGNATION FROM DIRECTORSHIP OF THE COMPANY

Dear Sir(s),

I, [NAME OF DIRECTOR] (DIN), hereby tender my resignation letter as a Director of the Company due to personal reasons, with immediate effect.

I would like to take this opportunity to thank the Board for extending their cooperation during my tenure with the Company.

Kindly accept the same and give necessary intimations to the Registrar of Companies, in accordance with the provisions of Section 168 and other applicable provisions, if any, of the Companies Act, 2013.

Thanking you,

Yours Sincerely,

[NAME OF DIRECTOR]
(Director)
DIN:

*DATE OF RESIGNATION LETTER IS ADVISED TO BE BEFORE DATE OF RESOLUTION OF RESIGNATION.