[Director’s home address]

 [Date]

The Directors

[Company name]

[Company address]

Dear Sirs

**Resignation as a Director of [Company name]**

Please accept this letter as my formal notice of resignation as a director of [Company name].

I have enjoyed my time on the board of directors but have decided to resign as a director, due to [optionally, insert a reason here eg ill health, new opportunity].

Please acknowledge receipt of this letter and confirm my leaving date.

Yours faithfully

[Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Print name]