|  |  |
| --- | --- |
|  |  |
|  | [Director's home address] |
|  |  |
|  |  |
| The Directors |  |
| [Company name] |  |
| [Company address] |  |
|  |  |
| [Date] |  |

Dear Sirs,

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

Please accept this letter as formal notice of my resignation as a director of [Company Name] [and any subsidiary companies of which I am also a director], with effect from the date of this letter. I acknowledge that I have no claim for compensation for loss of office, or right of action of any kind outstanding against the company [or any of its subsidiary companies] or against the company's officers and employees. Further, I release the company [and any of its subsidiary companies] and the company’s officers and employees from any liability with regard to all such claims that may exist.

I have enjoyed my time on the board of directors but have decided to resign as a director due to [ill health, new opportunity, retirement, etc.].

This notice of my resignation has been executed as a deed.

|  |  |
| --- | --- |
| **SIGNED and DELIVERED as a DEED by [NAME OF DIRECTOR RESIGNING]:** |  |
|  | [Signature of director resigning] |
|  |  |
| **In the presence of:** |  |
|  |  |
| Signature of witness: | [Signature of witness] |
|  |  |
| Name of witness: |  |
|  |  |
| Address: |  |
|  |  |
| Occupation: |  |