

Resignation Notice

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as a board director of [Company Name], effective [Last Working Day]. It has been a privilege to serve alongside such talented individuals in the pursuit of our shared goals.

I am truly grateful for the opportunities I have had during my tenure at [Company Name], and I appreciate the support and guidance I have received from my fellow directors, management, and staff. The experiences and knowledge gained here will always hold a special place in my heart.

As I transition from this role, I remain committed to ensuring a smooth handover and will be available for any assistance required during this period.

Thank you once again for the incredible journey. I look forward to seeing [Company Name] continue to grow and succeed in the future.

Sincerely,

[Your Name]

[Your Contact Information]