

# Resignation Letter from Directorship Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Board of Directors/Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Board of Directors/Chairperson's Name],

I am writing to formally resign from my position as Director of [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and involved careful consideration. I am grateful for the opportunities I've had to contribute to the company and to work with such a talented team.

Thank you for your support and understanding. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]