

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

It has been a privilege to work with such a talented team and to contribute to [specific project or company goal]. I cherish the experiences I've gained and the relationships I've built during my tenure.

Please let me know how I can assist during the transition. I wish [Company's Name] continued success in the future.

Thank you for the opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]