

BOARD RESIGNATION LETTER

To Board of Directors of

From

Dear

,

I, , am writing to formally submit my resignation from the Board of Directors of , which I have been holding for , effective from the date of

After careful consideration, I have concluded that it is for the benefit of the company and myself to step down from my position on the board.

I want to express my gratitude to the board members, management team, and staff for their collaboration and support over the years. I am confident that the company is well-positioned for continued growth and success under the leadership of the remaining board members.

Please consider this letter as my formal resignation from all responsibilities and duties associated with my position on the board. I will work diligently to ensure a smooth transition and provide any assistance necessary to facilitate the onboarding of my successor.

I wish the company, its employees, and the board continued prosperity and success in the future. Thank you once again for the opportunity to serve on the board of .

Sincerely,

For the resigning director

Name:

Date: