[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: RESIGNATION OF DIRECTORSHIP**

Dear [CONTACT NAME],

I have been thinking a lot about my role in the company, and after careful reflection, I have decided to resign as a director of [NAME OF YOUR COMPANY] effective immediately. The most significant reasons for this difficult decision are [DESCRIBE REASONS].

Rest assured that if requested by the Company, I will do the necessary to ensure a smooth transition with the person who will be replacing me as [POSITION].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUR EMAIL@YOURCOMPANY.COM]