XXXX XXXXXXX *Name of the director*
XXXX XXXXXXX, XXXXXX - XXXXXX *Residential address*

Date: XX.XX.XXXX

To,
The Board of Directors
XXXX XXXXXXX PRIVATE LIMITED *Company Name*
XXXX XXXXXXX, XXXXXX - XXXXXX *Registered office*

Subject: Resignation from the office of Director

Dear Members of the Board,

I, XXXX XXXXXXX, holding DIN XXXXXXXX, hereby tender my resignation from the office of XXXX XXXXXXX *Director / Whole-Time Director* of the Company with effect from XX.XX.XXXX *or: with effect from the date of receipt of this letter*, due to XXXX XXXXXXX *reason - personal reasons / other commitments*

I request the Board to take note of my resignation, to file the necessary form with the Registrar of Companies and to relieve me of any authority I hold to operate the Company's bank accounts or to sign on its behalf.

I confirm that I have no claim against the Company in respect of my office *other than XXXX XXXXXXX*

Thank you for the opportunity to serve the Company.

Yours faithfully,

(Signature)

XXXX XXXXXXX · DIN: XXXXXXXX
Place: XXXXXX