**Director Resignation Letter Template**

**[Company address]**

**[Date]**

Dear *[Directors names-if applicable]*

Please accept this letter as a formal resignation from my position as Director with *[Company Name]* due to *[give reasons for leaving, e.g health, family, location].*

*[As per my notice period of X weeks]* My final working day will be *[date].*

I have thoroughly enjoyed my time as a director at *[Company Name]* and I will work diligently over the remainder of my time here. Please do not hesitate to let me know of any specific duties you would like me to attend to.

I would like to take this time to thank the company for all their support over the years, and I would like to wish the organisation the best of luck for the future.

Please could you confirm receipt of this letter, as well as my final day as Director.

Many thanks and best wishes,

*[Full Name]*