**Director Resignation Letter Template**

*[Company address]*

*[Date]*

Dear *[Directors names-if applicable]*

I am writing to inform you that I am resigning my position of Director of *[Company Name]* due to *[give reasons for leaving, e.g health, new job, family reasons].*

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

I have thoroughly enjoyed my time as a Director at *[Company Name]* and I am happy to assist in any way I can with the appointment of a new Director.

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 kind regards,

*[Name]*