

Company Name & Address
CIN No

TO,

Mr.Director Name & Address

Subject: Acknowledgement of Resignation

Dear Sir,

This has reference to your resignation letter dated _____, In this regard, please be informed that, the Board of Directors have approved your resignation w.e.f _____, in the duly held Board meeting dated _____.

The Board sincerely appreciated your association with the company and the support which you have rendered during the tenure. We would like to wish you all the best with respect to your future.

Thanking You
Yours Faithfully,

For and on Behalf of the Board

Managing Director
DIN: _____