

CORPORATE RESIGNATION LETTER

To: _____

Board of Directors

Company Name: _____

Address: _____

From:

Full Name: _____

Position/Title: _____

Company Name: _____

Subject:

Resignation from Corporate Position

Dear Members of the Board of Directors,

I hereby tender my formal resignation from my position as _____ of _____, effective immediately upon acceptance by the Board or as otherwise provided by applicable corporate governance documents.

This decision is made voluntarily and with full understanding of my duties and obligations under the governing laws of the United States and the corporate by-laws.

I affirm that I have complied with all notice and procedural requirements for resignation as set forth in the company's bylaws, corporate governance policies, and applicable law.

I will cooperate fully to ensure a smooth transition of my responsibilities and will assist in handing over any ongoing matters to my successor or as directed by the Board.

Please acknowledge receipt and acceptance of this resignation in writing to confirm the effective date and any additional formalities required to complete the process.

I appreciate the opportunities I have had to serve the company and the Board, and I remain committed to supporting the company's best interests during this transition.

This resignation is made without any coercion or undue influence, and I certify that I have no pending claims or disputes against the company.

Thank you for your attention to this matter.

Sincerely,

Resigning Officer's Signature

Board Representative Signature

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