

# Acceptance Of Resignation Letter Of Director

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Director's Name]

[Director's Title]

[Director's Address]

[City, State, ZIP Code]

Dear [Director's Name],

Subject: Acceptance of Resignation

I am writing to formally acknowledge receipt of your resignation letter dated [Date of Resignation]. It is with mixed emotions that I accept your decision to step down from your position as a Director at [Company Name].

We would like to express our sincerest appreciation for your valuable contributions, dedication, and hard work during your tenure with us. Your leadership and guidance have been instrumental in the growth and success of our organization.

We understand that personal and professional circumstances may necessitate such decisions, and while we are sad to see you go, we respect your choice. Please know that you will be missed, and your impact on our team will be remembered for a long time.

To ensure a smooth transition, we kindly request your assistance in handing over your responsibilities and any ongoing projects to [Name of Successor or Relevant Team Member]. Your experience and knowledge will be immensely helpful during this process.

As per company policy, your last working day will be on [Last Working Day], which allows us ample

time to finalize all formalities related to your departure. We will ensure that all dues, benefits, and outstanding payments are settled accordingly.

We also request you to return any company property, documents, or confidential information in your possession before your last working day.

On behalf of the entire [Company Name] team, I extend our best wishes for your future endeavors. If you ever wish to return or need any support from us in the future, please do not hesitate to reach out.

Once again, thank you for your significant contributions to [Company Name], and we wish you every success in your future endeavors.

Yours sincerely,

[Your Name]

[Your Title/Position]

[Company Name]