

Urgent Resignation Acknowledgment

Subject: Immediate Acceptance of Resignation - [Director's Name]

Dear [Director's Name],

This email confirms our acceptance of your immediate resignation from the Board of Directors, as submitted today.

Given the urgency of your departure, we are implementing the following immediate actions:

- Your access to company systems will be deactivated by end of business today
- Please return all company property to [Contact Person] by [Date]
- Your final documentation will be processed within 48 hours
- Board responsibilities will be redistributed among remaining members

We understand the circumstances necessitating your immediate departure and respect your decision. Your transition duties will be handled internally to ensure continuity.

Please contact [HR Contact] at [Email/Phone] for any final administrative matters.

Best regards,

[Name]

Board Secretary

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