TEMPLATE LETTER OF RESIGNATION AS A DIRECTOR – USER NOTES

Under the Companies Act 1993, a director may resign as a director of a company by signing a written notice of resignation and delivering it to the address for service of the company. The notice is effective when it is received at that address, or at a later time specified in the notice.

This template letter is for use by a director who is seeking to resign as a director of a company, effective immediately from the date of the letter.

This letter includes a confirmation that the director has no claims for any payment (either owing to the director by way of fees, salaries or expenses, under a claim for compensation for loss of office, or otherwise). If fees or expenses are outstanding, this provision should be deleted.

USING THIS TEMPLATE

The ***User Notes*** and the statements in the footer (all marked in red) are included to assist you to prepare this document. They are for reference only. You should delete all user notes and the statements in the footer from the final form of your document.

The use of [*square brackets*] around black text means that:

- the requested details need to be inserted
- there are different options for you to consider
- the item is optional and you need to consider whether to include it, based on your circumstances and the user notes.

Before finalising your document, check for all square brackets to ensure you have considered the relevant option and deleted the brackets.

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RESIGNATION AS A DIRECTOR OF [*INSERT NAME OF COMPANY*] LIMITED

(COMPANY)

To the Company

In accordance with section 157(2) of the Companies Act 1993, I resign as a director of the Company[*, together with any other office or appointment held by me with the Company*]. My resignation is effective immediately. **[*User note: If the director is also an employee of, or consultant to, the Company and intends to continue in that role, delete the words in square brackets.*]**

I confirm that:

- no moneys are owing to me by way of fees, salaries or expenses, [*in my capacity as a director*]; and **[*User note: If the director intends to continue as an employee of, or consultant to, the Company, include the words in square brackets.*]**
- I have no claim for compensation for loss of office or otherwise against the Company.

SIGNED

_____

[*insert name*]
Date:

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