

Date:

The Board of Directors

[Name of the Company]

[Address of the Company]

Sub : Resignation from the Post of Company Secretary

Dear Sir,

Due to unavoidable circumstances, I am submitting my resignation from the post of Company Secretary with effect from _____. Kindly acknowledge the receipt and arrange to submit the necessary _____ forms with the office of Registrar of Companies, _____ [co
ncerned state]
accordingly.

Thanking you

Yours truly,

[Signature]

[Name of the Company]

[Address]