

*[Print on Letterhead or insert details of Company Name, Number, Place of Registration and*

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<Date>>

Dear Sir / Madam,

Re: **Resignation Notice**

We enclose a copy of the resignation of our auditors <<name>>, which the Board of Directors has instructed me to sign.

Thank you for your attention in this matter.

Yours faithfully,

<< Company Secretary Name >>  
For and on behalf of <<Company Name>>

S

A

M

P

L

E