

[Insert Address of the Secretariat] Company Limited by Guarantee]

To: The Directors and Trustees
<<Full Name of the Charity >>
<<Registered Office Address >> <<Guarantee>> ("the Charity")

<<Date>>

Dear Directors and Trustees,

I, <<Name of person resigning>> hereby resign from the office of Secretary of the Charity [and as a member of the board] with effect from the [date of this letter][end of the board meeting at which this letter is given] and I acknowledge and confirm that I have no claim or right of action or standing for compensation or otherwise against the Charity or any officers, trustees or employees in respect of the termination of my office or otherwise.

To the extent that any such claim or right of action may exist, I irrevocably waive such claim or right of action and release the Charity's officers, trustees and employees from all and any liability in connection with my resignation.

This letter is signed and delivered as a Deed and takes effect on the date stated above

Signed as Deed by
<<Name of person resigning>> in presence of:

Witness Signature:

Witness Name:

Address:

Occupation: