

[Insert Address of the Director/Trustee]

Company Limited by Guarantee]

To: The [Secretary] **OR** [Director]
<<Full Name of the Charity>>
<<Registered Office Address>>

Guarantee>> ("the Charity")

<<Date>>

Dear {Secretary} **OR** [Directors and Trustees]

[¹Article [22(e)] of the Articles of Association provides that a person ceases to be a Director and Trustee of the Charity upon receipt of written notification that that person is resigning. I, <<Name of person resigning>>, do hereby resign from the office of Director and Trustee of the Charity effective from the date of this letter][end of the board meeting at which I have presented my resignation]. I do not have any claim or right of action of any kind against the Charity or any of the Charity's officers, directors, trustees or employees in respect of the termination of my office or otherwise.

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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, directors, trustees and employees from all and

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This letter is signed and delivered in the presence of <<Name of person resigning>> and is 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:

.....
Director/ Trustee

¹ This wording assumes that the Articles of Association of the Charity are the Simply-Docs Articles for a Private Company Limited by Guarantee. If they are not, then the relevant articles should be referred to here instead, or if there is no relevant Article then this footnote should be deleted.

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