

[Date]

[Executive Name]

[Title]

[Address]

[City, State, Zip Code]

Dear [Executive Name],

This letter serves as formal notification that the Board of Directors has officially accepted your resignation from your position as [Title] and as a member of the Board, effective [Date].

This resignation is by mutual agreement. We acknowledge and confirm the terms discussed regarding your departure, including the following:

- Final compensation and benefits details as of [Date].
- Transition of responsibilities to [Name of Successor or Interim].
- Adherence to existing confidentiality and non-disclosure agreements.
- [Optional: Details regarding severance or specific settlement terms].

On behalf of the Board, I would like to thank you for your contributions and leadership during your tenure with [Company Name]. We wish you the very best in your future endeavors.

Please sign and return the enclosed copy of this letter to acknowledge your agreement with the terms of this separation.

Sincerely,

[Signature]

[Name of Board Representative]

[Title/Position]

[Company Name]

Acknowledgment and Agreement:

I, [Executive Name], hereby agree to the terms of my resignation as outlined above.

Signature: _____ Date: _____