[insert date]

To: The Directors

[insert company name registration number [xxxxxxxxx] (the ‘Company’)

Dear Sirs,

I, [Name of the authorising signatory resigning] of [Service Address] hereby resign as Authorised Signatory of the Company with effect from the date of this letter and acknowledge that I have no claim or right of action of any kind outstanding for compensation or otherwise against the Company nor against any of the Company’s officers or employees in respect of the resignation of my office. To the extent that any such claims exist or may exist, I irrevocably waive such claim and release the Company, and the Company’s officers and employees from any liability in respect thereof.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert Authorised Signatory’s name]