[## insert date]

The Board of Directors

XXX Pty Ltd

[## insert Company address]

Dear Board

**RESIGNATION AS DIRECTOR**

I hereby resign as a director of XXX Pty Ltd ACN [## insert ACN of company] (**Company**), effective from the date of this letter.

I acknowledge and agree that I have no claim against the Company, and release the Company from any liability, in relation to my role as director or my resignation from that role, including for breach of contract, loss of office, compensation, payment or otherwise. To ensure the legal enforceability of this paragraph, I confirm that this letter is intended to take effect as a deed poll in favour of the Company.

Signed sealed and delivered as a deed poll by:

|  |
| --- |
|  |

[## insert director’s full name]

|  |
| --- |
|  |

Witness signature

|  |
| --- |
|  |

Witness name