**${Secretarys name -** **resignation}**

${Secretarys address - resignation}

Date:

The Board of Directors

**${company\_name}**

${company\_address}

Dear Sirs

**RESIGNATION AS COMPANY SECRETARY**

I hereby tender my resignation as a Company Secretary of the Company with effect from the date hereof.

Kindly take the necessary steps to notify the Accounting and Corporate Regulatory Authority, Singapore accordingly.

Yours faithfully

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

${Secretarys name - resignation}

(Identification No. ${Secretarys ID - resignation})