**……………………………NAME……………………………………………**

…………………………ADDRESS……………………………………….

…………………………………………, Lagos.

Phone: …………………………………..

…………………………, 201…

The Registrar,

Corporate Affairs Commission,

Abuja.

Dear Sir,

**RESIGNATION AS SECRETARY OF ……………………………………………………………………….. LTD.**

I wish, for record purposes, to formally tender my letter of resignation as Secretary of ……………………………………………………………………………….. LTD.

Thank you for your cooperation.

Yours faithfully,

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