Dear **Martin Martinez**,

I am writing this letter to let you know that I am resigning from my position as a member of the board of directors from the company to be effective on **April 15, 2020**

It has been a pleasure on my end to serve as a board director and to contribute to the fulfillment of the company’s goals and objectives for a decade. I am definite that the board will continue to bring success for the company in the future.

Please do not hesitate to contact me using the phone number if you have concerns, questions, or in need of assistance relevant to the transition time.

Regards,

**Ethen Jones**

**Board of Directors**, **Acme Corporation**