



**State of Utah
Department of Commerce
Division of Corporations & Commercial Code
How to file a Resignation**

This guide-sheet is not intended to substitute nor replace the advice of legal counsel. You may use the information provided on this guide sheet to produce your letter of resignation, **for Officers, Directors, Members, and Managers.** There is no charge for resigning from these positions. The effective date is when the letter of resignation is received by the Division of Corporations and Commercial Code ("Division.")

All items, one (1) through seven, (7) must be included in the body of the letter of resignation.

- " 1. Correct name of the business,
- " 2. The entity number,
- " 3. Address of the business,
- " 4. Name of the individual resigning,
- " 5. Position(s) that they hold within the business,
- " 6. Statement notifying the Division of Corporations that they are resigning from the position,
- " 7. Signature of individual resigning.

WHEN REPLACING THE REGISTERED AGENT OR ANY PRINCIPAL POSITIONS A REGISTRATION INFORMATION CHANGE FORM MUST BE SUBMITTED WITH APPROPRIATE PROCESSING FEE.

Note: In the case where an individual is deceased, the Division requires a statement acknowledging the fact, for example, a copy of the Death Certificate of the deceased, plus a letter from an officer requesting the resignation. The letter must be signed by the officer.

Under GRAMA {63G-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, the business entity physical address may be provided rather than the residential or private address of any individual affiliated with the entity.