

Dear John,

I am writing to formally announce my resignation from my position as Lead Software Developer at Innovatech Solutions, effective three weeks from today, [Your Last Working Day].

This decision marks a significant turn in my career path, as I've chosen to pursue a new direction that aligns more closely with my long-term professional goals. Working with such a talented team has been profoundly enriching, and I am deeply grateful for the skills and insights I've gained. As I transition, I am committed to ensuring a smooth handover of my responsibilities.

Thank you for the support, guidance, and opportunities provided to me during my time at Innovatech Solutions. The experiences I've had here have been invaluable, and I hope to maintain our professional connection moving forward.

Please let me know how I can assist during this transition period. I appreciate the opportunity to have been part of this team and wish Innovatech Solutions continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

James Doe