

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. I've greatly enjoyed and appreciated the opportunities I've had to grow our technology team and work on exciting projects that challenge industry standards. I look forward to staying in touch, and I hope to cross paths again in the future.

Please let me know how I can help during this transition.

Sincerely,

[Your Signature (if sending a hard copy)]

James Doe