

Dear John,

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

This decision was not made lightly, and it comes after careful consideration of my career path and personal goals. My time at Innovatech Solutions has been a significant part of my professional journey, and I am incredibly grateful for the opportunities to develop and contribute to a talented team.

I am committed to effectively handing over my responsibilities to help ensure a smooth transition. I am happy to assist in training my replacement and will ensure that all my projects are in order before my departure.

Thank you for your 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 the 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