

# Resignation Letter for New Job with Notice Period

**Sarah Connors**

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**September 23, 2024**

**David Thompson**

**Director of Engineering**

**Innovative Tech Solutions**

**123 Tech Avenue**

**Springfield, IL 62704**

Dear Mr. Thompson,

I am writing to formally notify you of my resignation from my position as Systems Engineer at Innovative Tech Solutions, effective October 23, 2024, which will be the conclusion of the one-month notice period as per our contract. This decision comes after much consideration and is due to an opportunity that aligns more closely with my long-term career goals.

Working at Innovative Tech Solutions has been incredibly rewarding. I have learned a lot and cherished the chance to work with our dedicated team on numerous projects. My experiences here have not only shaped my professional development but have also prepared me for the next step in my career.

During my notice period, I am fully committed to completing ongoing projects and facilitating a smooth handover of my responsibilities. I am happy to assist in training my replacement and will ensure that all documentation is updated by my departure date.

Please let me know how best I can aid in the transition. I hope to maintain a positive relationship moving forward, and I look forward to staying in touch. Thank you for the support, guidance, and opportunities provided during my time at Innovative Tech Solutions.

Warm regards,

**Sarah Connors**