

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to step away from my night shift role due to [brief reason, e.g., personal reasons, health concerns, or family commitments]. This decision was not easy, as I have enjoyed working with the team and contributing to our projects.

I appreciate the support and opportunities I have received during my time here. Please let me know how I can assist in the transition process.

Thank you for your understanding.

Sincerely,  
[Your Name]