

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

I have appreciated the opportunity to work during the night shift and have learned a great deal during my time here. However, after careful consideration, I have decided to pursue a different direction that aligns more closely with my personal and professional goals.

Thank you for your understanding and support during my transition. I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to assist during my remaining time.

Sincerely,  
[Your Name]