

[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 a night shift employee with [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for growth and development I've had while being a part of the team. I am grateful for the support and encouragement provided during my time here.

Please let me know how I can assist with the transition process.

Thank you once again for everything.

Sincerely,
[Your Name]