

[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 above].

This decision was not easy, but after careful consideration, I believe it is best for my personal and professional growth. I am grateful for the opportunities I have had while working on the night shift and for the support from you and my colleagues.

I will do everything possible to ensure a smooth transition during my remaining time and will assist in transferring my responsibilities to ensure continuity of operations.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish the team continued success in the future.

Sincerely,
[Your Name]