

[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].

I have appreciated the opportunity to work with you and the rest of the team during my time on the night shift. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my career goals.

I am committed to ensuring a smooth transition and will do everything I can to help during my remaining time here. Please let me know how I can assist in this process.

Thank you for your understanding. I wish you and the company continued success in the future.

Sincerely,  
[Your Name]