

[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 in the night shift team, effective [last working day, typically two weeks from the date above].

This decision was not easy, but after careful consideration, I have decided to pursue other opportunities. I want to express my gratitude for the support and guidance you have provided during my time here.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively in the coming weeks.

Thank you once again for the opportunity to work with such a dedicated team. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]