

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time with the company, particularly working the night shift and the experiences that came with it. I have decided to pursue a different direction in my career and believe this is the right time for me to make this change.

I will ensure that all my responsibilities are appropriately transitioned and will do everything I can to make this a smooth process during my notice period.

Thank you once again for the support and guidance throughout my tenure. I wish you and the team all the best moving forward.

Sincerely,
[Your Name]