

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

I have appreciated the opportunity to work nights alongside a dedicated team and to contribute to [specific projects or responsibilities].

However, after careful consideration, I have decided to pursue [reason for leaving, e.g., new opportunities, personal reasons, etc.].

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in handing over my responsibilities.

Thank you for the support and opportunities during my time here. I look forward to staying in touch.

Sincerely,
[Your Name]