

[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 at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

While I have appreciated the opportunity to work with the team during the night shifts, I have decided to pursue a different direction that better suits my personal and professional needs.

I want to express my gratitude for the support and opportunities I have received during my tenure here. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in finding a replacement if needed.

Thank you once again for the experience and support. I wish the team continued success in the future.

Sincerely,
[Your Name]