

[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 above]. This decision was not made lightly, but I have decided to pursue opportunities that align better with my personal and professional goals. I am grateful for the experiences and support I have received during my time here, especially given the unique challenges and rewards of working night hours. I appreciate the opportunities for growth and development that you and the team have provided.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can help during this period.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the team continued success in the future.

Sincerely,
[Your Name]