

[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 hope this message finds you well. I am writing to formally resign from my night shift position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, after careful thought, I have decided that it is in my best interest to make this change. I appreciate the support and opportunities I have received while working here.

I am committed to ensuring a smooth transition and will do everything I can to assist during my remaining time with the company.

Thank you for your understanding.

Sincerely,
[Your Name]