

[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 a night shift worker at [Company's Name], effective [last working day, typically two weeks from the date above].

I appreciate the opportunities for personal and professional development that I've experienced during my time here. I am grateful for the support from my colleagues and management during my tenure.

Please let me know how I can assist during the transition period.

Thank you once again for everything.

Sincerely,  
[Your Name]