

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request the withdrawal of my resignation submitted on [insert date of resignation]. After careful consideration, I have decided that it is in my best interest to remain with [Company's Name].

I appreciate the opportunities and experiences I have gained during my time here, and I believe that my decision to stay will allow me to contribute further to our team's success. I sincerely hope to continue working under your guidance.

Thank you very much for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]