

Resignation Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager'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], due to [brief reason, e.g., personal circumstances, reconsideration, etc.].

With this request, I would also like to express my interest in exploring alternative positions within the company that may better align with my skills and career goals. If possible, I would appreciate a discussion about available opportunities.

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

Sincerely,

[Your Name]