

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 [Date of Resignation]. After careful consideration, I have decided that I would like to continue my employment with [Company Name].

I apologize for any inconvenience my previous decision may have caused and appreciate your understanding. I am committed to contributing positively to the team and look forward to the opportunity to continue working together.

Thank you for considering my request. I am eager to discuss this matter further at your earliest convenience.

Sincerely,
[Your Name]