

[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 request the withdrawal of my resignation submitted on [Original Resignation Date]. After further consideration and changes in my personal circumstances, I believe it is in my best interest to remain with [Company's Name].

The recent developments in my personal life have led me to reevaluate my decision, and I am eager to continue contributing to the team and the company's success.

I understand the potential complications this request may cause, and I sincerely hope to work together to facilitate a smooth transition. I appreciate your understanding and support regarding this matter.

Thank you for your consideration, and I look forward to your positive response.

Warm regards,

[Your Name]