

Resignation Withdrawal Request Letter

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 resignation date]. After careful consideration, I have realized that I need to take a mental health break rather than completely leave my position at [Company Name].

I am genuinely committed to my role and the team, and I believe that with some time dedicated to my mental well-being, I can return to contribute positively to our work environment.

I kindly ask for your understanding and support regarding this matter. I am open to discussing the terms under which I can withdraw my resignation and return to my position.

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

Sincerely,

[Your Name]