

[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 withdraw my resignation submitted on [date of resignation] as I have decided to remain with [Company's Name]. After careful consideration, I have realized that this organization offers immense opportunities for personal and professional growth that I wish to continue pursuing.

I appreciate your understanding and support during this time, and I am eager to contribute further to our team and the exciting projects ahead.

Thank you for your consideration. I look forward to continuing my journey at [Company's Name].

Sincerely,

[Your Name]