

Resignation Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw my resignation submitted on [Insert Date of Original Resignation]. After careful consideration, I have decided to remain with [Company Name] and continue contributing to our team.

I sincerely apologize for any inconvenience my previous decision may have caused and appreciate your understanding in this matter. I am grateful for the opportunities and support I have received at [Company Name], and I look forward to continuing my work here.

Thank you for your understanding. I am eager to move forward and remain part of the team.

Sincerely,

[Your Name]