

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 [original resignation date]. After careful consideration, I have decided to explore other options while continuing my current position at [Company's Name].

I appreciate the opportunities I've been given at [Company's Name] and the support from you and my colleagues. I look forward to continuing to contribute to our team and working towards our common goals.

Thank you for your understanding.

Sincerely,

[Your Name]