

[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 Original Resignation]. After much consideration, I have decided to continue my employment with [Company's Name].

My initial decision was not made lightly, but upon reflecting on my experiences and the support from my team, I realized how much I value my role and the opportunities at [Company's Name].

I appreciate your understanding and support regarding my decision to stay. I am excited to continue contributing to our goals and working with the team.

Thank you for your consideration.

Sincerely,

[Your Name]