

To [Manager's Name]

[Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my resignation submitted on [submission date]. After careful consideration, I have come to realize that my decision may have been premature due to [briefly explain reasons, e.g., personal circumstances, professional growth opportunities].

I have greatly valued my time at [Company Name] and the incredible team I have had the privilege to work with. The projects I have been involved in and the support I have received from you and my colleagues have significantly contributed to my professional development.

With this in mind, I kindly ask you to reconsider my resignation. I am eager to continue contributing to the success of [Company Name] and to further develop my skills within this organization. I truly believe that I can continue to add value and drive positive results.

Thank you for considering my request. I am hopeful for the opportunity to discuss this matter further and would appreciate any thoughts or feedback you may have.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]