

# Letter of Inquiry for Resignation Reversal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of reversing my resignation submitted on [Insert Resignation Date]. After careful consideration, I have realized that I would prefer to continue my tenure at [Company Name] and contribute to the team's ongoing projects.

I truly value the opportunities I have had at [Company Name] and believe that my skills can still be of benefit to the organization. I would appreciate the chance to discuss this matter further and explore any possibilities for retaining my position.

Thank you for considering my request. I am looking forward to your response.

Sincerely,

[Your Name]