

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 request a re-evaluation of my recent resignation submitted on [date of resignation]. After careful consideration, I believe there may be a path forward that would allow me to continue contributing to [Company Name].

I have greatly appreciated my time at the company, and I am proud of the work we have accomplished together. I would value the opportunity to discuss my situation further and explore potential options that may allow me to remain a part of the team.

Thank you for considering my request. I look forward to your understanding and hope to schedule a time to meet at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]