

[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 request a reassessment of my resignation submitted on [Date of Resignation]. After careful consideration, I believe that my contributions to [Company's Name] are significant, and I am keen on continuing my journey with the team.

I have genuinely valued my time here and the opportunities for personal and professional growth that have come my way. I would appreciate the chance to discuss this matter further and explore the possibility of reversing my decision.

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

Sincerely,

[Your Name]