



Date

<Employee Name>
Physical Address or email address
Address

Strictly Private and Confidential

Dear <Employee Name>

Further to our conversation on <insert date> with regards to your resignation dated <insert date>.

After careful consideration, we regret to inform you that we are unable to accept your resignation.

We request that you take until <date> to reconsider and withdraw your resignation. Please contact <manager or contact name> by <date> to advise me of your decision.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to