

## Resignation Withdrawal Letter Template (After New Job Offer is Withdrawn)

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Manager's Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally withdraw my resignation, which I submitted on [date of original resignation]. Due to unforeseen circumstances, the job offer I had accepted has been rescinded, which has prompted me to reconsider my decision to leave [Current Company Name].

I sincerely apologize for any inconvenience or disruption my previous notice may have caused. I remain committed to the goals and values of our organization, and I value the opportunity to continue contributing to our team.

If it is possible to withdraw my resignation and retain my current position, I would be very grateful. I understand if there are procedural constraints or if any adjustments need to be made and am willing to discuss how I can best move forward as part of the team.

Thank you for your understanding. Please let me know if we can arrange a time to discuss this further.

Sincerely,  
[Your Name]