

Resignation Withdrawal Letter Format (External Offer Rescinded)

Below is a formal template you can use if you wish to withdraw your resignation due to a rescinded external offer.

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing regarding my previously submitted resignation, which was intended to take effect on [Last Working Day as per previous letter].

I want to express my deep appreciation for the opportunities, guidance, and support that I have received during my time with [Company Name]. Submitting my resignation was a difficult decision, motivated by what appeared to be a promising external offer.

However, I regret to inform you that the external offer has unexpectedly been rescinded. Given these unforeseen circumstances, I am respectfully requesting to withdraw my resignation and continue my employment with [Company Name], subject to your approval.

I genuinely value being a part of this organization and look forward to continuing to contribute to the team's success. I apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Please let me know if there are any additional steps I need to complete or discussions required regarding this request. Thank you for considering my situation.

Sincerely,

[Your Name]

Note: Customize details in brackets as appropriate for your situation.