

Professional and official letter to retract resignation

Subject: Cancellation of Resignation

Dear [Manager's Name],

I am writing to formally request the cancellation of my resignation submitted on [Resignation Date]. After careful consideration, I have decided to continue my tenure with [Company Name] and contribute further to ongoing projects.

I sincerely apologize for any inconvenience caused and hope for your approval of this request.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

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