Conditional cancellation pending management approval



Dear [Manager's Name],

I am requesting to retract my resignation submitted on [Resignation Date], pending your approval.

I remain committed to my role and am ready to continue supporting my team.

Kindly let me know if any further formalities are required to approve this cancellation.

Regards,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/cancellation-of-resignation-letter