

Professional Letter

Subject: Response to Your Resignation Letter

Dear [Employee's Name],

We have received your resignation letter dated [Date] for the position of [Position]. After careful consideration, we regret to inform you that we are unable to accept your resignation at this time.

Your contribution to the team has been highly valuable, and we believe your continued involvement is crucial for ongoing projects. We would like to discuss possible adjustments to your work conditions or responsibilities that may address the reasons behind your decision.

Please schedule a meeting with your manager at your earliest convenience to discuss the way forward.

Sincerely,

[Manager/HR Name]

[Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/letter-for-not-accepting-resignation-letter>