

Formal Letter

Subject: Non-Acceptance of Resignation

Dear [Employee's Name],

This is to formally acknowledge receipt of your resignation dated [Date]. After review, management has decided not to accept your resignation at this stage due to your critical role in [Project/Department].

We request you to continue your duties as per your existing contract. Any concerns or requirements can be discussed in a meeting with HR.

Sincerely,

[HR Manager Name]

[Company Name]

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