

Attempting to Retain Employee

Subject: Re: Your Resignation - Let's Discuss

Dear [Employee Name],

I received your resignation letter, and I must say it caught me off guard. Before we process your resignation, I'd like to schedule a meeting to discuss your decision and explore whether there's anything we can do to address your concerns.

Your value to this organization cannot be overstated. You've consistently exceeded expectations, and losing someone of your caliber would be a significant loss. I'm wondering if there are specific issues or opportunities that might have influenced your decision to leave.

Would you be open to discussing:

- Salary adjustment and benefits enhancement
- Flexible work arrangements or remote work options
- New responsibilities or a different role that aligns with your interests
- Professional development opportunities
- Changes to your current work environment

I believe we can find a mutually beneficial solution that addresses your needs while keeping your expertise within our team. Please let me know when you'd be available for a confidential discussion.

Looking forward to our conversation.

Sincerely,

[Your Name]

[Your Title]

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