To:
John H. Smith
Manager, HR
ABC Company
123 Main Street
Suite B
Columbus, OH 43266

June 1, 2014

Dear Mr. Smith,

I am sending this letter to rescind my resignation from my position as senior assistant at ABC Company, which I sent to you on May 15, 2014. My plans to move to another state have suddenly fallen through, so I would like to request that I may continue coming into work as usual. I truly hope that this causes no inconvenience to you or ABC Company and understand if this is no longer possible.

I hope that the integrity with which I worked at ABC Company will speak for itself in this situation. I would also like to remind you that I earned two employees of the month awards during my time at ABC Company and would strive to continue in excellence if I were to get my job back. If there is anything else that I can do, please let me know. I would love to hear from you via telephone at (555)555-5555 or email at maryanne@gleason.com. I look forward to getting in touch with you.

I have enjoyed my time working at ABC Company and truly hope that I will be able to continue on there. I look forward to seeing the rest of the team again and if not, I still wish them all every success. Thank you for your understanding in this matter.

Yours sincerely,

Mary Anne Gleason

Mary Anne F. Gleason
Senior Assistant
ABC Company