This Letter should be written in The Letter-Pad of the Company.

From :

The Sender's Name,

Door Number and Street's Name,

Area Name,

City.

Postal Code : XXXXXXX

Phone Number : 0000 - 123456789

E-mail ID : sendersname@companywebsite.com

Date :

Reference :

TO :

Addressee's Name,

Designation,

The Company's Name,

Full Address with Phone Number.

Subject :

Sub : withdrawal of resignation notice

Dear Mr. Goenka,

In reference to my resignation notice dated 15th January which has not been responded to by the management so far. I beg to state that owing to some misunderstanding, I had wrongly sunmitted my resignation which I wish to withdraw now.

I hope that you shall be kind enough to allow me to withdraw my resignation. I sincerely apologize for the inconvenience caused to you.

Thanks in anticipation,

Yours sincerely,

Utpalendu Sengupta

Senior Administrator