**How to withdraw your resignation letter**

Provide your name, postal address and the current date

Dear Mr Jacobs

I realize that my resignation may have caused inconvenience and wish to apologise for that. I hereby withdraw my resignation of 18 March 2006.

The conditions surrounding my resignation have changed and I would appreciate the opportunity to resume my job. I undertake to perform to the best of my abilities. Although I realise the process may not be that straightforward, I will await your reply.

I enjoy working at the company and hope to make a positive contribution to the team. Thank you for considering the withdrawal.

Yours sincerely,