

Provisional Acceptance of Withdrawal of Resignation

Subject: Provisional Acceptance of Your Resignation Retraction

Dear [Employee Name],

This is to acknowledge receipt of your request to retract your resignation. We are provisionally accepting your withdrawal, pending confirmation from HR regarding your rejoining formalities.

Please ensure that you complete all required documentation by [Deadline]. Once HR confirms, your employment will be reinstated under the prior terms.

Thank you for your cooperation.

Regards,

[HR Manager Name]

[Company Name]

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