[Company Name]

To

[Recipient Name]

Re. Reviewing the Tussle Stemmed by the Resignation of You Submitted on 04-01-20XX on the Account of Misdemeanor and Maladministration of the HR Department  
  
Dear Swan,

This letter serves to negotiate the recent fiery event that occurred in the office on 04-01-20XX and your immediate reaction to the tussle in the form of submitting a resignation.

Mr. Swan, you have been working in this organization for six years and you always have been considered an asset to our organization and always regarded for the services you render. While talking about the subject, I want to bring your attention to the matter of your resignation highlighting the reasons behind it.

It is clear from your immediate reaction that your response was filled with fury and you were not mentally stable enough to make a sane decision. Therefore, I am writing this letter to calm you down so that you can think otherwise.

An appropriate approach will make you think of the pros and cons of quitting the job this way. Moreover, quitting the job is not the only solution where one can file a complaint against the culprit. I assure you a fair and transparent trial and profound investigation of the matter seeking if the HR Department has been involved in maladministration and misdemeanor. For the inquiry, we need your complete assistance and cooperation. I firmly believe that you are an intrepid person who can stand with the casualties and throngs of badgering.

I implore you not to be reticent but intrepid and blunt ample for the inquiry. If the HR department found guilty, we assure you of a good deal of compensation for the inconvenience you bore. For more, you can write to me at [email] or call me at +[X]. Thank you.

Regards

Jill Heck  
The General Manager  
EMMAX Groups of Information Technology  
23/D-9 California, USA