[Company Name]  
[address]  
[Contact & Website]

To

[Recipient Name]

Re. Negotiating on the Unanticipated Submission of Your Resignation Followed by the Harsh Talk with the Supervisor.

Dear Emily,

This letter has been penned to you with reference to the subject cited above. On 4th January 20XX, I received a call from the HR department who informed me that you have submitted your resignation without any benefits to the company. The reason behind it was indicated to be the verbal fight between you and Mr. Lock from the Finance Department. As reported, both of you exchanged harsh words and communicated unprofessionally.

Emily, there is a certain set of rules and regulations that are made to behave and stay professional in all kinds of circumstances. I think it was more appropriate to negotiate on the matter and find a more suitable solution than directly submitting the resignation.

I hope the resignation you submitted was out of anger and furiousness which I have not approved yet. I think you should take more time to calm down, sit, and talk about the matter and other possible solutions. Resigning from the job will not only risk your financial pace but can also damage your profile. I hope you will ascend to my suggestions and take time to decide after reviewing your decision to resign or quit from the job. Please let me know your thoughts.

Regards

Heller Stick  
The Manager  
JKL Group of Textile