[Company Name]

To

[Recipient Name]

Re. To Negotiate on the Resignation Submitted by You on 04-01-20XX for the Ambiguous Blemish Reasons and Hot Talk with the HR Manager  
  
Dear Barrel,

This is Michael Jonathan writing to you to address one of the important problems in front of me. You have been not less than a wheel of the motor of this company and the entire working processes ongoing here.

I am writing to you to calm you down and take a step back from the resignation that you submitted on 04-01-21XX. I understand that you were furious for your reasons albeit negotiable but there are times when we are not in the position of producing logical reasoning and blister to take an action. I believe you did not do anything but furiously responded.

As I am here to understand you completely and propose my absolute assistance in the matter, I would like you to consider taking back your sudden resignation. This sudden halt to ongoing employment can affect your profile and career both to a larger extent and you might feel despair in these unprecedented times of Covid-19 while seeking another opportunity.

I officially suggest you review your decision of ending with [X] in the heat of the moment and check-in with all the pros and cons it may bring. Moreover, I would like you to negotiate the matter rather than resigning over this trivial matter which can be called a matter of miscommunication, misunderstanding, or more accurately a moment of furry which has gone.

To not let you get troubled I have rejected your resignation letter and intend to provide you ample time to think upon it by giving you one day off from the work. Please report me about your final decision on 6th January 20XX so that I can personally investigate the matter further and get the matter resolved on negotiable grounds. I would like to have a response email from you at [email] or call me directly at +[X]. Thank you.

Good Wishes

Michael Jonathan  
The Managing Director (MD)  
EMMAX Groups of IT  
23/D-8 Lexicon Square, California, USA