To

[Recipient Name]

Re. Response to the Resignation Submitted on 04-01-20XX due to the Workplace Harassment and Unprofessional Demeanor of the Supervisor

Dear Fox,

With reference to the subject as cited above, I am composing to address an important event that occurred on 04-01-20XX. On 4th January 20XX, I came to know about your serious concerns on the prevailing issue at the workplace which was harassment and the unprofessional and biased/sexist attitude of Mr. Jack aka your immediate supervisor/team leader.

The complaint from you was quite shocking and the behavior of Mr. Jack remarked by you was unexpected albeit worrisome for me and many others.

On the same day, I received your letter which was categorically your resignation from the job. These two subsequent events were shocking and completely startling for me. Verily, it was daunting to have such a bewildered attitude of professionals of this company where we make sure to train our people basic workplace ethics and professional devouring.

Now, turning over specifically to your resignation, I opine that it deserves to be reviewed after a profound understanding of the outcomes the decision might bring. I believe you took this step in the heat of the moment and being furious dementedly. Therefore, I have decided to let the matter settle down after a straightforward and transparent proliferated inquiry and then negotiate on the resignation.

I am giving this time to you to rethink if resigning from the office could be the only solution. It can procreate several other issues like unemployment, financial breakdown, and troubles in seeking and finding another reasonable job to settle on. Hence, I advise you to stay in the office and keep working until the board of inquiry committee completes its investigation of the matter and conclude accordingly.

For more, you are welcome to meet me directly during office timings in my office to negotiate and communicate anything further. You can also email me at [email] or call me at +[X]. I shall be grateful and delighted if you take a moment to consider my suggestion. I assure you that we will provide you complete assistance in this regard along with working security and liberty. Thank you.

Regards

Nile Fucidine  
The General Manager  
GHK Group of Companies  
Simon Dura Square, California, USA