

John Doe
12 Independence Way, SW
Washington, DC 20000

July 1, 2022

Rebecca Wrong
Associate Director
Department of Human Resources
1015 Half Street, SE
Washington, DC 20003

Dear Ms. Wrong:

I am writing this letter to rescind my previous statement, sent July 1, 2022, wherein I resigned from my position as Supervisory Human Resources Specialist. I no longer want to resign and would like to request that I be allowed to keep working in my current role.

I apologize for any inconvenience my resignation may have caused. I originally decided to resign to relocate to Virginia for personal family reasons. However, we have decided to remain in the District, and I am now able to continue working in this role.

If you keep me on your team, I will continue to bring success to our team and work towards our goal of high recruitment efforts.

Thank you for considering my request to be reinstated as Supervisory Human Resources Specialist. I appreciate the consideration and will fully support my team for as long as I am allowed.

Sincerely,

John Doe