

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

July 6, 2022

John Doe
12 Independence Way, SW
Washington, DC 20000

Dear Mr. Doe:

Thank you for reconsidering your resignation from your position. Unfortunately, we cannot accept the rescission of your resignation at this time. When you submitted your resignation, we began the recruitment process to backfill your position. We wish you the best in your future endeavors.

Sincerely,

Rebecca Wrong, Associate Director

DCHR