**Format for Employee Retention Letter For Notice Period**

From

Samantha Brown

HR Manager

Global Investments Ltd

New York

Date: 18.10.17

To,

Robert Smith

45, Gold Oak Apartments

New York

Dear Robert,

This is in response to your resignation letter received on 28th September, 2017. We would like to bring to your notice that as per your offer letter, you cannot leave your job before serving the notice period of one month. And in case you do so then as per the policy of the Company, salary of one month will be deducted from your remuneration.

We would like you to stay with us for another one month and train Mr. Adam Jack for your profile. This would help him learn all the duties and responsibilities during this while and then you can move ahead with your new job.

For any further discussions, please feel free to write me a hr@global.com.

Looking forward for your response.

Regards,

Samantha Brown

HR Manager

Global Investments Ltd