

[Your Name]
[Your Employee ID]
[Your Home Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Manager's Name or HR Contact Name]
[Job Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to formally request the revocation of my notice of retirement, which I previously submitted on [Date of Original Notice]. My original intended retirement date was scheduled for [Original Retirement Date].

After further consideration of my personal circumstances, I have decided that I would like to continue my employment with [Company Name] in my current role as [Your Job Title].

I would appreciate it if you could confirm in writing that this request has been accepted and that my employment status will remain active without interruption. I remain committed to my duties and to the success of the team.

Thank you for your understanding and for considering this request.

Sincerely,

[Your Signature]

[Your Printed Name]