

[Your Name]
[Your Employee ID Number]
[Your Job Title]
[Your Home Address]
[Date]

[Manager's Name]
[Department Name]
[Company Name]
[Company Address]

Re: Formal Revocation of Retirement Notice

Dear [Manager's Name],

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

Due to a change in my personal circumstances, I have decided that I would like to continue my employment with [Company Name] in my current capacity as [Your Job Title].

I remain fully committed to my role and the objectives of the team. I hope that you will accept this revocation and allow me to continue my career with the company.

Thank you for your time and for considering my request. I am available to discuss this matter with you at your earliest convenience.

Sincerely,

[Signature]

[Your Printed Name]