

[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Manager's Name or HR Manager's Name]
[Company Name]
[Company Address]

Subject: Immediate Revocation of Retirement Notice

Dear [Recipient Name],

Please accept this letter as formal notification that I am immediately revoking my notice of retirement, which I previously submitted on [Date of Original Notice].

After further consideration of my personal circumstances, I have decided to rescind my resignation and wish to continue my employment with [Company Name] in my current role as [Your Job Title].

I apologize for any inconvenience this may have caused and I look forward to continuing my work with the team. Please let me know if there are any specific forms or procedures required to formalize this reversal.

Thank you for your understanding and support regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]