

Current Date: [Date]

To: [Supervisor Name/HR Manager Name]

Department: [Department Name]

Company: [Company Name]

Subject: Revocation of Retirement Notice

Dear [Recipient Name],

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

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

I understand that this request is subject to approval by management and Human Resources. I remain fully committed to my responsibilities and hope to continue contributing to the success of the team.

Thank you for your time and for considering my request to remain with the company.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID Number]