

[Your Name]
[Your Executive Title]
[Current Date]

[Recipient Name]
[Title, e.g., Chairman of the Board / CEO]
[Company Name]

Re: Revocation of Retirement Notice

Dear [Recipient Name],

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

After further consideration and discussions regarding the future strategic direction of [Company Name], I have decided to rescind my resignation and wish to continue in my current role as [Your Executive Title]. I remain fully committed to my responsibilities and the ongoing success of the organization.

I would appreciate your formal acknowledgment of this revocation. I am available to discuss any necessary adjustments to the transition plans that were previously initiated.

Thank you for your understanding and continued support.

Sincerely,

[Signature]

[Your Printed Name]