

[Current Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Approval of Request to Revoke Retirement Notice

Dear [Employee Name],

This letter is to formally confirm that management has reviewed and approved your request to revoke your notice of retirement, which was originally submitted on [Date Original Notice was Sent].

As a result of this approval, your employment with [Company Name] will continue in your current position as [Job Title] without interruption. Your current seniority, benefits, and continuous service record will remain unaffected.

We are pleased that you have decided to remain with the team. If you have any questions regarding your status or benefits, please contact the Human Resources department.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

[Company Name]

cc: Human Resources File