

[Your Name]
[Your Employee ID]
[Your Home Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Manager's Name or HR Director's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Revocation of Retirement Notice - [Your Name]

Dear [Recipient Name],

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

Due to unforeseen personal hardships and a significant change in my financial circumstances, it is no longer feasible for me to proceed with my retirement at this time. These unexpected challenges require me to maintain my current employment and continue my professional responsibilities within the company.

I remain fully committed to my role as [Your Job Title] and to the success of the [Department Name] team. I hope that you will consider this request favorably and allow me to continue my service with [Company Name].

Thank you for your understanding and for your time in considering this request during this difficult period. I am available to discuss this matter further at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]