

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

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

Subject: Revocation of Retirement Notice

Dear [Manager's Name or HR Representative],

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

Due to a significant change in my personal circumstances, I have decided that I would like to continue my employment with [Company Name] and remain in my current position as [Job Title].

I hope that you will accept this request to rescind my resignation. I remain fully committed to my role and to contributing to the success of the team and the organization.

I am available to discuss this matter with you at your earliest convenience. Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]