

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

[Recipient Name]
[Recipient Title]
[Company Name]

Subject: Conditional Revocation of Retirement Notice

Dear [Recipient Name],

I am writing to formally request a revocation of my notice of retirement, which was previously submitted on [Original Date of Notice] with an effective date of [Original Retirement Date].

After further consideration, I would like to remain in my current position, subject to the following condition(s):

- [Condition 1: e.g., Transition to a part-time schedule of 20 hours per week]
- [Condition 2: e.g., Approval of a remote work arrangement]
- [Condition 3: e.g., Adjustment of specific job responsibilities]

If these conditions are acceptable to the company, I am eager to continue my service and contribute to the team's ongoing success. I believe this arrangement will be mutually beneficial and allow for a more gradual transition.

Please let me know if we can discuss these terms further. I look forward to your response regarding whether this conditional revocation is accepted.

Sincerely,

[Your Signature]
[Your Printed Name]