

Date: [Insert Date]

To: [Supervisor Name / HR Department]

Company: [Company Name]

Subject: Mutual Agreement to Revoke Retirement Notice

Dear [Recipient Name],

This letter serves as a formal mutual agreement between [Company Name] and [Employee Name] to revoke the retirement notice previously submitted on [Date of Original Notice].

After further discussion, both parties have agreed that [Employee Name] will rescind their retirement and continue their employment in the position of [Job Title] under the existing terms and conditions of their employment contract.

The previously established retirement date of [Planned Retirement Date] is hereby canceled. Both the employer and the employee acknowledge that the employment relationship remains continuous without any break in service.

Please update the personnel records to reflect this revocation.

Sincerely,

[Employee Signature]

[Employee Name]

Acknowledged and Agreed by:

[Authorized Company Representative Signature]

[Title]

[Date]