

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

[Date]

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

Subject: Revocation of Retirement Notice and Request for Employment Extension

Dear [Manager's Name],

I am writing to formally revoke my notice of retirement, which I previously submitted on [Date of original notice] with an intended effective date of [Original retirement date].

After further consideration of my personal circumstances and professional goals, I would like to request an extension of my employment with [Company Name]. I am eager to continue contributing to the team and would like to propose a new retirement date of [New proposed retirement date], or alternatively, discuss the possibility of continuing my employment indefinitely.

I remain fully committed to my responsibilities and am happy to discuss how my continued presence can support upcoming projects and the transition of my duties at a later stage. I hope that you will consider this request favorably.

I am available at your convenience to discuss this matter further and to complete any necessary paperwork to update my employment status.

Thank you for your time and continued support.

Sincerely,

[Your Signature]

[Your Printed Name]