

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

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

Subject: Revocation of Notice of Retirement

Dear [Manager's Name],

Please accept this letter as formal notification that I wish to revoke my notice of retirement, which I previously submitted on [Date of Original Notice].

After further consideration of my personal circumstances, I have decided that I would like to continue my employment with [Company Name] in my current role as [Your Job Title]. I am fully committed to my responsibilities and wish to remain an active member of the team beyond my originally intended retirement date of [Planned Retirement Date].

I request that you reinstate my status as a full-time employee and update my personnel records accordingly. I apologize for any inconvenience or administrative work this change of plans may cause.

Thank you for your understanding and for the opportunity to continue my career with the company. I look forward to your confirmation regarding this request.

Sincerely,

[Your Signature]
[Your Printed Name]