

[Your Name]  
[Your Employee ID Number]  
[Your Job Title]  
[Your Home Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

Re: Formal Withdrawal of Retirement Application

Dear [Recipient Name],

I am writing to formally request the withdrawal of my application for retirement, which I submitted on [Date of Original Submission]. After further consideration of my personal circumstances, I have decided to postpone my retirement and wish to continue my employment with [Company Name] in my current position.

Please consider this letter as a formal cancellation of my previously stated retirement date of [Original Retirement Date]. I would like to remain in my role as [Your Job Title] and continue my duties without interruption.

I apologize for any inconvenience this change may cause the department. I am available to meet with you to discuss this decision and any necessary administrative steps required to reinstate my active status fully.

Thank you for your understanding and for your continued support.

Sincerely,

[Your Signature]

[Your Printed Name]