

[Your Name]
[Your Job Title]
[Your Department]
[Date]

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

Subject: Withdrawal of Retirement Application

Dear [Manager's Name],

I am writing to formally request the withdrawal of my retirement application, which I submitted on [Date of original retirement letter]. My original retirement date was scheduled for [Planned retirement date].

After further consideration of my personal and professional goals, I have decided that I would like to continue my employment with [Company Name]. I remain fully committed to my role and the success of our team.

I apologize for any inconvenience this change of plans may cause. I am available to discuss this matter with you at your earliest convenience to ensure a smooth continuation of my duties.

Thank you for your understanding and for your ongoing support.

Sincerely,

[Your Signature (if printed)]

[Your Printed Name]
[Your Employee ID Number]