

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

[Date]

[Recipient Name or Department Name]
[Title, e.g., Human Resources Manager]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Formal Withdrawal of Retirement Application

Dear [Recipient Name],

Please accept this letter as formal notification that I wish to withdraw my application for retirement, which I submitted on [Date of Original Application]. My intended retirement date was previously set for [Planned Retirement Date].

After further consideration of my personal and professional circumstances, I have decided that I would like to continue my employment with [Company Name] in my current role as [Your Job Title].

I apologize for any inconvenience this change of plans may cause. I remain fully committed to my responsibilities and look forward to continuing my contributions to the team.

Please let me know if there are any specific forms I need to complete or further steps I need to take to rescind my previous notice.

Thank you for your understanding and support regarding this matter.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]