

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

[Date]

[Manager's Name or HR Director's Name]
[Department Name]
[Organization Name]
[Organization Address]

Subject: Rescission of Retirement Application

Dear [Recipient Name],

I am writing to formally notify you that I am rescinding my application for retirement, which I previously submitted on [Date of Original Submission]. My original intended retirement date was scheduled for [Date].

After further consideration of my personal and professional circumstances, I have decided to continue my employment with [Organization Name] in my current capacity as [Your Job Title].

I request that you cancel all processing related to my retirement and restore my status as an active employee. I am committed to fulfilling my duties and look forward to my continued contributions to the team.

Please let me know if there are any specific forms I need to complete or if you require any additional information to formalize this request.

Thank you for your understanding and support.

Sincerely,

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