

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Company/Organization Name]
[Company Address]

Subject: Cancellation of Retirement Application

Dear [Recipient Name],

I am writing to formally request the cancellation of my retirement application, which I submitted on [Date of Submission]. My intended retirement date was originally set for [Original Retirement Date].

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

I apologize for any inconvenience this change may cause. Please let me know if there are any specific forms or additional steps I need to complete to finalize this cancellation and ensure my personnel records are updated.

Thank you for your understanding and for your continued support.

Sincerely,

[Signature]
[Your Printed Name]