

[Your Name]
[Your Employee ID]
[Your Job Title]
[Date]

[HR Manager's Name]
[Human Resources Department]
[Company Name]

Dear [HR Manager's Name],

I am writing to formally request the retraction of my notice of retirement, which I submitted on [Date of Original Retirement Notice]. My scheduled retirement date was set for [Planned Retirement Date].

Due to a change in my personal circumstances, I have decided that I would like to continue my employment with [Company Name] in my current capacity. I remain fully committed to my role and the goals of the organization.

I understand that this request is subject to review and approval by management and Human Resources. I am available to meet at your earliest convenience to discuss this matter further and address any necessary paperwork to ensure my continuous employment status.

Thank you for your time and for considering my request to remain a part of the team.

Sincerely,

[Your Signature]
[Your Printed Name]