

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

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

Dear [Manager's Name or HR Representative Name],

I am writing to formally revoke my notice of retirement, which I previously submitted on [Date of Original Retirement Letter]. After careful consideration of my current circumstances, I have decided that I wish to continue my employment with [Company Name].

I would like to withdraw my intent to retire effective [Date your retirement was supposed to start] and remain in my current position as [Your Job Title].

I apologize for any inconvenience this change of plans may cause. I remain fully committed to my role and to the success of the team. I look forward to continuing my work with the company.

Thank you for your understanding and for processing this request.

Sincerely,

[Your Signature]
[Your Printed Name]