

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

[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Withdrawal of Retirement Notice

Dear [Manager's Name],

I am writing to formally request the withdrawal of my notice of retirement, which I previously submitted on [Date of original notice]. My intended retirement date was scheduled for [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 role. I remain fully committed to my responsibilities and to the success of the team.

I understand that this request is subject to approval by management and HR. I would appreciate the opportunity to discuss this with you at your earliest convenience to confirm the next steps regarding my employment status.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]