

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

[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Company Address]

**Subject: Official Cancellation of Retirement Notice**

Dear [Recipient Name],

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

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

I would appreciate it if you could confirm the receipt of this request and advise on any administrative steps required to reinstate my status as a full-time employee. I remain committed to my responsibilities and look forward to my continued contribution to the team.

Thank you for your time and understanding regarding this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]