

[Your Name]
[Your Job Title]
[Your Employee ID Number]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Rescission of Retirement Notice

Dear [Recipient Name],

Please accept this letter as formal notification that I wish to rescind my notice of retirement, which I originally submitted on [Date of Original Notice]. 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 capacity as [Your Job Title].

I am fully committed to my role and look forward to continuing my contributions to the team. I apologize for any inconvenience this change in plans may have caused and appreciate your understanding and support regarding this matter.

Thank you for your time and for considering my request to remain with the company. I am available to discuss this further at your earliest convenience.

Sincerely,

[Your Signature]
[Your Printed Name]