

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Phased Transition Retirement and Resignation

Dear [Employee Name],

This letter formally acknowledges and accepts your notice of resignation for the purpose of retirement, following a phased transition period.

As per our agreement, your phased retirement schedule will be as follows:

- **Phase 1 Start Date:** [Date]
- **Reduced Schedule/Workload:** [Details, e.g., 3 days per week / 20 hours per week]
- **Phase 2 Start Date (if applicable):** [Date]
- **Final Date of Employment:** [Date]

During this transition period, your primary responsibilities will include [List key tasks or knowledge transfer goals]. Your compensation and benefits during this phase will be adjusted to [Details of adjusted salary or benefit status] as previously discussed.

We appreciate your years of service and your commitment to ensuring a smooth handover of your duties. If you have any questions regarding your retirement benefits or the transition process, please contact the Human Resources department.

We wish you the very best in this new chapter.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

[Company Name]

cc: Human Resources File