

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Phased Early Retirement Agreement

Dear [Employee Name],

This letter serves to formally outline the agreement regarding your phased early retirement from [Company Name]. We are pleased to support your transition toward full retirement through this structured reduction in work hours and responsibilities.

1. Effective Date and Duration

Your phased retirement period will commence on [Start Date] and will conclude on your final retirement date of [End Date].

2. Work Schedule and Percentage

During this period, your work schedule will be adjusted as follows:

[Description of Schedule, e.g., 3 days per week / 20 hours per week]. This represents [Percentage]% of a full-time equivalent (FTE) role.

3. Compensation

Your base salary will be prorated to reflect your reduced hours. Your new gross salary will be [Amount] per [Pay Period], effective [Start Date].

4. Roles and Responsibilities

During the phased retirement period, your primary focus will be:

- [Responsibility 1]
- [Responsibility 2]
- Knowledge transfer and training of [Successor Name/Team Name].

5. Benefits and Leave

[Insert details regarding health insurance, pension contributions, and PTO accrual, noting if they remain full or are prorated].

6. Finality of Retirement

By signing this agreement, you confirm your intent to retire fully from [Company Name] on [End Date]. Any requests to extend this phased period must be submitted in writing at least [Number] days prior to the end date and are subject to management approval.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Manager/HR Name]
[Title]
[Company Name]

Employee Acceptance:

I accept the terms and conditions of the Phased Early Retirement Agreement as outlined above.

Signature: _____

Date: _____