

[Your Name]
[Your Job Title]
[Date]

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

Dear [Manager's Name],

Please accept this letter as a formal request to enter into a phased retirement program regarding my position as [Job Title]. I have enjoyed my career with [Company Name], and I would like to begin transitioning toward full retirement while still contributing to the team.

My proposed phased retirement plan is as follows:

- **Proposed Start Date:** [Date]
- **Reduced Schedule:** [e.g., 3 days per week / 24 hours per week]
- **Final Retirement Date:** [Date]

During this transition period, I am committed to ensuring my responsibilities are handled effectively. I suggest the following steps to manage the transition:

- Training [Colleague Name] or a successor on my primary tasks.
- Documenting all current processes and project statuses.
- Focusing my reduced hours on [Specific Key Projects/Tasks].

I am open to discussing this proposal further and adjusting the details to better suit the department's needs. Thank you for considering my request and for your support throughout my tenure.

Sincerely,

[Your Signature]
[Your Printed Name]