

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Phased Retirement Request

Dear [Employee Name],

We are pleased to inform you that your request for phased retirement has been formally approved. We appreciate your continued commitment to [Company Name] and are happy to support your transition toward full retirement.

The details of your phased retirement arrangement are as follows:

- **Effective Start Date:** [Start Date]
- **End Date (Final Retirement):** [End Date]
- **New Work Schedule:** [e.g., 3 days per week / 20 hours per week]
- **New Job Title (if applicable):** [Title]
- **Revised Salary:** [New Salary Amount]

During this period, your eligibility for employee benefits will be adjusted based on your new working hours. Specifically:

- [Detail changes to health insurance, if any]
- [Detail changes to vacation/sick leave accrual]
- [Detail changes to retirement contributions]

Please note that this phased retirement agreement is subject to the terms discussed during our meeting. You will be expected to assist with the transition of your responsibilities and the training of [Successor Name or "your replacement"] during this time.

Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to confirm your acceptance of these terms.

We thank you for your years of service and look forward to your continued contributions during this transition phase.

Sincerely,

[HR Manager Name]

[HR Manager Title]

[Company Name]

Acknowledgment and Acceptance:

I accept the terms and conditions of the phased retirement plan as outlined above.

[Employee Signature]

[Date]