

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Modification to Phased Retirement Schedule

Dear [Employee Name],

This letter serves as formal notification and agreement regarding a modification to your current phased retirement schedule, originally effective as of [Original Start Date].

Following our recent discussion on [Date of Discussion], it has been agreed that your work schedule and/or retirement timeline will be adjusted as follows:

Current Schedule: [Briefly describe current hours/days]

Revised Schedule: [Describe new hours/days]

Effective Date of Change: [Date]

Impact on Compensation and Benefits:

Your salary and benefits will be adjusted proportionally based on the revised number of hours worked per week. [Optional: Mention specific changes to health insurance or pension accruals if applicable].

Final Retirement Date:

Your final date of employment with the company remains [Date], unless further modified in writing by both parties.

All other terms and conditions outlined in your original Phased Retirement Agreement dated [Original Date] remain in effect. Please sign and return a copy of this letter to [Department/Name] by [Deadline Date] to confirm your acceptance of these changes.

Sincerely,

[Manager Name]

[Title]

Acknowledgment and Agreement:

[Employee Signature]

[Date]