

[Current Date]

[Employee Name]
[Employee Job Title]
[Department]

Subject: Counter Proposal regarding Phased Retirement Request

Dear [Employee Name],

Thank you for your proposal dated [Date of original request] regarding your transition into phased retirement. We value your contributions to [Company Name] and are interested in supporting your transition while ensuring departmental operational needs are met.

After reviewing your requested schedule of [Employee's proposed hours/days], we would like to offer the following counter proposal to better align with our current project timelines and staffing requirements:

Proposed Schedule:

[Insert specific days and hours, e.g., Tuesday through Thursday, 24 hours per week]

Effective Date:

[Insert Start Date]

Proposed Compensation and Benefits:

Your salary will be prorated to [Percentage]% based on the hours listed above. Benefit eligibility will be [maintained/adjusted] according to company policy for part-time status.

Duties and Succession Planning:

During this period, your primary focus will shift to [Specific Projects/Mentorship Tasks]. We request that you assist in the training of [Successor Name] to ensure a seamless transfer of knowledge.

Review Period:

We suggest a formal review of this arrangement on [Date] to assess if the schedule is meeting both your needs and the needs of the team.

Please review these terms and let us know if they are acceptable to you by [Deadline Date]. We are open to further discussion to find a mutually beneficial agreement.

Sincerely,

[Your Name]
[Your Title]
[Company Name]