

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Phased Retirement Application Decision

Dear [Employee Name],

Thank you for submitting your application for the Phased Retirement Program dated [Date of Application]. We appreciate your interest in this transition and your continued service to [Company/Organization Name].

After a thorough review of your proposal and our current operational requirements, I am writing to inform you that we are unable to approve your request for phased retirement at this time.

This decision was based on the following factor(s):

- [Insert Reason: e.g., Critical staffing shortages in the department]
- [Insert Reason: e.g., Business necessity for full-time coverage in your current role]
- [Insert Reason: e.g., Ineligibility based on specific program criteria]

We value your contributions to the team and would like to discuss alternative options or a potential timeline for a future application, should circumstances change. Please contact [Name/Department] if you would like to schedule a meeting to discuss this further.

Thank you for your understanding and for your ongoing dedication to [Company/Organization Name].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]