

[Date]

[Name of Human Resources Director/Dean]

[Department Name]

[Institution Name]

Subject: Endorsement of Phased Retirement Application - [Employee Name]

Dear [Name],

I am writing to formally express my support and endorsement for the phased retirement application submitted by [Employee Name], [Job Title] in the Department of [Department Name].

[Employee Name] has proposed a phased retirement period beginning on [Start Date] and concluding with full retirement on [Final Retirement Date]. During this period, the proposed FTE will be [Percentage, e.g., 50%].

After reviewing the proposed work plan, I have determined that the department can successfully manage the transition. We have developed a plan to redistribute or cover the following responsibilities:

- [Task/Responsibility 1]
- [Task/Responsibility 2]

The expertise [Employee Name] provides remains valuable to our team, and this phased approach will allow for a seamless transfer of knowledge to other staff members while ensuring departmental continuity.

I fully support this request and recommend its approval. Please let me know if you require any further documentation or information regarding this transition.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Department Name]