

[Your Full Name]
[Job Title]
[Employee ID Number]
[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Inquiry Regarding Phased Retirement Options

Dear [Manager's Name],

I am writing to express my interest in exploring a phased retirement arrangement. As I look toward my eventual retirement, I am interested in transitioning my current role to a part-time or reduced-hours schedule rather than an immediate full departure.

I value my time with [Company Name] and believe a phased approach would allow for a seamless transfer of my knowledge and responsibilities to other team members while I continue to contribute to [Current Project or Department Goal].

I would like to request a meeting to discuss potential options, such as:

- A reduced weekly work schedule.
- A transition plan for my current duties.
- Potential timelines and impacts on benefits.

I am flexible regarding the specific structure and would welcome your input on how this could best serve the department's needs. Please let me know when you might be available to discuss this further.

Thank you for your time and for your continued support.

Sincerely,

[Your Signature]
[Your Printed Name]