

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Final Acceptance of Phased Retirement Agreement

Dear [Employee Name],

We are pleased to formally accept your application for phased retirement. This letter serves as the final confirmation of your transition into this new role within [Company Name].

Following our previous discussions, your phased retirement schedule and terms are finalized as follows:

- **Effective Start Date:** [Date]
- **Final Retirement Date:** [Date]
- **Reduced Work Schedule:** [Details of hours/days per week]
- **New Salary/Pro-rated Compensation:** [Amount]
- **Job Responsibilities:** [Brief description of adjusted duties or knowledge transfer tasks]

Please note that your employee benefits will be adjusted according to your reduced hours as outlined in the signed Phased Retirement Agreement. Your seniority and original hire date remain unchanged during this period.

We appreciate your continued contributions and your commitment to ensuring a smooth transition of your responsibilities. If you have any questions regarding your benefits or payroll during this phase, please contact the Human Resources department at [Phone Number/Email].

We look forward to your continued presence on the team during this final stage of your career with us.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Cc: Human Resources File