

[Your Name]  
[Your Job Title]  
[Date]

[Manager's Name]  
[Company Name]

Subject: Proposal for Phased Retirement / Reduced Hours

Dear [Manager's Name],

I am writing to formally propose a phased retirement plan. After [Number] years with [Company Name], I am looking forward to retirement, but I would like to transition my responsibilities gradually to ensure a smooth handover and continued support for the team.

My proposal for reduced hours is as follows:

- **Current Schedule:** [Full-time hours/days]
- **Proposed Schedule:** [Number] hours per week, working [Specific Days]
- **Effective Date:** [Start Date]
- **Final Retirement Date:** [Target Date, optional]

During this phased period, I intend to focus on:

- Completing [Specific Project A].
- Training [Successor Name] on my core daily tasks.
- Documenting internal processes and client histories.

I am open to discussing how this adjustment will affect my compensation and benefits. I believe this arrangement will allow me to provide mentorship to the team while the company recruits or trains a permanent replacement.

I would appreciate the opportunity to discuss this proposal with you in person. Thank you for your support and for considering my request.

Sincerely,

[Your Signature]  
[Your Printed Name]