

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

As part of your transition into phased retirement, this letter confirms your assignment as a mentor within the [Department Name] department, effective [Start Date].

During this period, your primary responsibility will be to transfer institutional knowledge and technical skills to [Mentee Name/Successor Name]. Your mentorship role will include:

- Conducting weekly knowledge-transfer meetings.
- Overseeing the transition of current projects and client relationships.
- Documenting standard operating procedures and best practices.
- Providing guidance on department-specific workflows.

Your work schedule during this phased retirement period will be [Number of Hours] hours per week. We will review the progress of this mentorship on [Review Date] to ensure a smooth handover of your responsibilities.

We value the expertise you have brought to [Company Name] and appreciate your commitment to developing the next generation of our team.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Title]

**Acknowledgment:**

I accept the mentorship assignment and the terms outlined above.

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[Employee Signature]

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[Date]