[Date]

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

Subject: Acceptance of Phased Voluntary Early Retirement Program Application

Dear [Employee Name],

We are pleased to inform you that your application to participate in the [Company Name] Phased Voluntary Early Retirement Program has been officially accepted.

Based on your approved application, your phased retirement schedule will be as follows:

- **Phase Start Date:** [Start Date]
- **Final Retirement Date:** [Last Date of Employment]
- **Work Schedule:** [Details of reduced hours/days, e.g., 20 hours per week]
- **Adjusted Compensation:** [New Salary/Hourly Rate]

During this transition period, you will remain eligible for [List specific benefits, e.g., health insurance, pro-rated PTO] as outlined in the program documentation. Your current duties will transition to [Successor Name or Department] according to the timeline discussed with your manager.

Please find attached the Phased Retirement Agreement. To finalize your participation, please sign and return this document to the Human Resources Department by [Deadline Date].

We want to thank you for your years of dedicated service to [Company Name]. We look forward to working with you during this final phase of your career.

Sincerely,

[Signature]
[Name of HR Representative/Manager]
[Title]
[Company Name]