Date:

Name

Address

Dear Name

Re: Request for Flexible Retirement application

I refer to the meeting on (DATE) when your request for flexible retirement was discussed and I am pleased to confirm that the Trust has agreed to your request.

This will mean that with effect from (DATE) – <<Amend as appropriate>>outline agreed changes according to whether the flexibility is around ‘Wind down’, ‘Retire and come back’ or ‘Step down’.

Should you have any queries, please do not hesitate to contact me,

Yours sincerely,

Line Manager