To [Immediate Supervisor]:

This letter is my official notification to you of my decision to enroll in the phased retirement program offered at Wayne State University to AAUP-AFT bargaining unit members as stipulated in Article XII.K.1. of the WAU/AAUP-AFT contract. I have elected to reduce, on an irrevocable basis, my workload to fifty percent (50%) for a period of up to three (3) years, beginning [Start Date of Phased Retirement], and ending End Date of Phased Retirement. following upon which I will retire from the University,

[Special Remarks]

I am aware that participation requires me to submit an irrevocable declaration of my intent to take the phased retirement to my dean or director and to WSU Total Compensation and Wellness prior to March 1 of the year in which I wish to begin phased retirement, with the change of status to take effect no later than August 17 of that year. I also understand that I will no longer be eligible for other Special Retirement Incentives.

Sincerely,

[Full Name]

[Classification]

[School/College/Division]

Department of [Department]