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](mailto:benefits@wayne.edu) 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]