|  |  |  |
| --- | --- | --- |
| Our Ref.Your Ref.ContactEmailDirect DialDirect Fax |  |  |
| DateAddress |  |
|  |

Dear

**Application for Flexible Retirement**

I refer to your application for flexible retirement on the basis of a reductionin your contractual hours/reduction in your grade (*delete one option*) and write to confirm that your application has been declined.

The reason(s) for your request being declined is…..

*Insert paragraph here with brief details on why the case was refused.*

I hope that you will understand and accept the reason(s) why your flexible retirement request cannot be granted. If you consider that this decision has been made unfairly you have the right of appeal at the Formal Stage of the Managing Grievances procedure. To exercise this right you would require to write to …… Head of Service within 10 days of receipt of this letter stating the grounds of your appeal.

Please contact ……. if you have any question with regard to the content of this letter.

Yours sincerely

**Name>**

**<Job Title>**

Cc Pensions Manager, Pensions Section

HR Service Centre, Personal file