|  |  |  |  |
| --- | --- | --- | --- |
| Our Ref.  Your Ref.  Contact  Email  Direct Dial  Direct Fax |  | |  |
| Date  Address | |  |
|  |

Dear

**Application for Flexible Retirement**

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

The reason(s) for your case being granted is……..

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

I note from our discussions that you would wish to proceed with the flexible retirement arrangement and you will be issued with appropriate contractual documentation reflecting the above change as soon as practicable. You have previously been issued with a quotation from the Pensions Section detailing your flexible retirement pension benefits.

This letter has been copied to the Pensions Section, who will make the necessary arrangements for payment of your pension benefits. You now require to write to the Pensions Manager, Aberdeen City Council, Corporate Governance, Business Hub 16, 3rd Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AB, as soon as possible to confirm whether you wish to access all or only part of your pension benefits, in accordance with the Flexible Retirement procedure. The Pensions Section will write to you separately to notify you of the payment arrangements of your pension benefits.

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

Yours sincerely

**Name>**

**<Job Title>**

cc Pensions Manager, Pensions Section

HR Service Centre, Personal file