**EMAIL DRAFT TO YOUR HR BUSINESS PARTNER FOR APPROVAL BEFORE ISSUING LETTER**

**REDUCING APPOINTMENT PERCENTAGE**

[date]

[name and address]

Dear [name]:

This letter is to confirm your [permanent/temporary] FTE reduction to [percentage]% effective [effective date] per your request dated [date of request].

If you have any questions regarding this change, feel free to contact me immediately.

Sincerely,

[name of person signing letter]

[title of person signing letter]