<<Recipient's Name>> <<Company / Employer's Name>> <<Address>> <<Address>> <<Post Code>>

<<Date>>

Dear << >>

[I am due to return from my Matern Maternity Leave] and I am the parchild under 18 who receives Disab upbringing of my child and would I accommodate such responsibilities

This letter constitutes my application working pattern. [I have not made made << >> prior application[s], c

My current working pattern is <<In change my working pattern to <<Ir job-sharing etc.>>.

As to how this will affect my job an effect you think a change in your v these effects, I feel that they could employer could deal with the effect

If this application is successful, I w of <<Date>>.

Yours sincerely

<<Name & Title>>



<<Employee's Name>> <<Address>> <<Address>> <<Post Code>>

OR [I have previously taken under 17 years old] [disabled I am responsible for the n to my working pattern to better

ory right to request a flexible Flexible Working] OR [I have

nt working pattern>>. I wish to attern e.g. flexitime, homeworking,

feel that <<give details of the ur employer>>. [With respect to details of how you think your ple working>>.]

to change to Flexible Working as