

[Print on Company Letterhead Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<Name of Employee>>,

Pursuant to your application for flexible working of <<Details of flexible working>> and our meeting of <<Date>>, we have considered your request for <<Details of flexible working>>.

[I am pleased to inform you that your request for flexible working has been approved and that your new working pattern will commence on <<Date>>]

OR

[I regret to inform you that your original request for flexible working has not been accommodated. We are however able to offer you <<Details of alternative flexible working>>. As you will recall, this was discussed and accepted by you at our meeting of <<Date>> and your new working pattern will commence on <<Date>>.]

The change to your working pattern will be implemented from <<Date>>. We have no legal right to change back to your previous working pattern. [Any request to change back to your previous working pattern will be considered on a case by case basis.]

Please do not hesitate to contact me on <<Phone Number>> for any further queries.

Yours sincerely,

<<Name>>

<<Title>>