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

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

<<Date>>

Dear << >>

Thank you for your flexible working
apply for flexible working I wish to
flexible working pattern.

My appeal is based on the following
<<Give details of the grounds for y

I look forward to hearing from you
arranged within 14 days of the rec

Yours sincerely

<<Name & Title>>

A

<<Date>>. Under my legal right to
sion to reject my request for a

M

e aware that a meeting must be

P

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