

[Print on Company Letterhead Address]

<<Name of Employee>>
<<Address>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Re: Flexible Working Decision

Dear <<Name of Employee>>,

Following your appeal dated <<Date>>, we have reconsidered your request for <<Details of flexible working>>.

[I have reviewed the decisions originally made and am pleased to inform you that your appeal has been accepted. Your original request has been accepted and your working pattern will be changed as follows: <<Details of flexible working pattern>>.]

Your new working pattern will commence on <<Date>>.

OR

[I regret to inform you that our original decision that your appeal is hereby rejected. The grounds for this rejection are as follows: <<Grounds for rejection of appeal>>. These grounds apply to this case because <<Grounds apply>>.]

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

Yours sincerely,

<<Name>>
<<Title>>