

S

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

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

<<Date>>

Dear << >>

A

[I am due to return from my Adoptive
Adoption Leave] and I am the parent
under 18 who receives Disability Living Allowance
my child and would like to request a flexible
such responsibilities.

OR [I have previously taken
under 17 years old] [disabled child
responsible for the upbringing of
ing pattern to better accommodate

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

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

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

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

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

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

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

h to change to Flexible Working as

Yours sincerely

<<Name & Title>>

P

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