

[Print on Company Letterhead] [Print on Company Letterhead]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Re: Request

Dear <<Name of Employee>>,

Thank you for your request to change your working hours. This was received on <<Date>>.

We will give this request serious consideration. It will be arranged within 28 days of the above date to discuss your application with you and a friend, colleague [or a trade union representative] accompany you if you wish. Please let me know if you intend to do this so that the appropriate arrangements can be made.

I [or someone from my department] will discuss your request within 28 days of the above date. In the mean time, please do not hesitate to contact me if you have any queries.

Yours sincerely,

<<Name>>

<<Title>>

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