

[Print on Company Letterhead Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Re: Request

Dear <<Name of Employee>>,

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

[I am pleased to inform you that your request 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 cannot be accommodated. We are however able to offer you <<Details of alternative working pattern>>. As you will recall, this was discussed and accepted by you at our meeting of <<Date>>.]

The change to your working pattern is a business decision. We have no legal right to change back to your previous working pattern. [Any change in working pattern will however be given serious consideration.]

Please do not hesitate to contact me if you have any further queries.

Yours sincerely,

<<Name>>

<<Title>>