

<<Recipient's Name>>

<<Company / Employer's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re:

This letter constitutes my application working pattern. I understand that month period and confirm that [I have made << >> prior applications are constituted by the constitution of the c

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

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

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

I understand that, if my request to change to my terms and conditions

Yours sincerely

<<Name & Title>>

est

ory right to request a flexible ble working request in every 12-pplications for Flexible Working] (s)>>].

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

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

to change to Flexible Working as

his will constitute a permanent agreed otherwise.