

[Print on Company Letterhead - Insert Address]

<<Name of (Expectant) Mother>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<Name>>,

Following your application for flexible working on <<Date>> and our meeting of <<Date>>, we have considered your request for <<Details of alternative 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 am pleased to inform you that we have agreed to your request on a temporary trial basis. The trial period will be from <<Date>> to <<Date>>. I will arrange a meeting before the end of the trial period to discuss whether or not we can make the changes permanent.]

OR

[I regret to inform you that your original request 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 on <<Date>>. Your new pattern will commence on <<Date>>.]

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

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

Yours sincerely,

<<Name>>

<<Title>>