

[Print on Company Letterhead or Company Letter Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Re: Request for Flexible Working

Dear <<Name of Employee>>,

Following your application for flexible working on <<Date>> and our meeting of <<Date>>, I regret to inform you that, after careful consideration, I have decided that your request cannot be accommodated.

Our rejection of your request is based on the following business grounds:

<<Detail business grounds for refusal>>

These grounds apply in the current circumstances. <<Describe why the stated business grounds apply>>.

During our meeting you will recall that we discussed the possibility of alternative flexible working patterns, specifically <<Detail alternative flexible working patterns considered>>. These alternatives have been considered in depth, however we have decided not to accommodate any such alternatives. This is because:<<State reasons for rejection>>.

You have the right to appeal this decision. If you wish to appeal, please set out in writing the grounds for your appeal. This must be received within 14 days of your receipt of this letter.

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

Yours sincerely,

<<Name>>

<<Title>>