

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

<<Name>>
<<Title>>
<<Employee Name>>
<<Employee Address>>
<<Postcode>>

<<Date>>

Request

Dear []

Following our meeting on [date] to have agreed to the changes detail begin on [date] and end on [date]. the trial period to discuss whether will depend on a number of issues

- the duties of your job can p
- your working at home will p adversely affect their work;
- you have the necessary at

The changes to your contract to w

- [List changes e.g. the type conditions associated with

It is important to understand that th as a temporary variation to the term reserves the right, at the end of the contract terms, i.e. to carry out you

Please sign the duplicate of this le understood and accepted its conte

Yours sincerely

.....

Name:
Title:

Employee Name:
Date:

S

A

M

P

L

E

homeworking, I confirm that we trial basis. The trial period will with you shortly before the end of ke the changes permanent. This to) whether or not:

- a homeworking basis;
- does at a disadvantage or
- fully at home.

agreed on a trial basis are:

- performed at home and any ement.]

ements are, at this stage, agreed r contract, and that the Company ou to revert to your previous premises.

indicate that you have read,