

[Print on Company Letterhead] [Insert Address]

<<Name>>
<<Address>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Insert Title and Name>>,

Following your application for flexible working, we have considered your request for flexible working and that your request has been agreed on a trial basis from <<Insert Date>>. This trial period will allow us to establish the effect of your flexible working arrangements on the work of the department. During this period, <<Insert Job Title E.g. The HR Manager>> will be responsible for ensuring that the new working pattern will become established.

<> and our meeting of <<Date>>, <<Insert Date>>. I am writing to inform you that your flexible working request will run from <<Insert Date>> to <<Insert Date>> to establish the effect of your flexible working arrangements. Before the end of the trial period, I will meet with you to discuss whether or not your flexible working request should be approved.

You should be aware that the flexible working arrangements you are requesting at present, only a temporary change to your terms and conditions of employment. At the end of the trial period, the Company may require you to return to your previous working pattern.

At present, only a temporary change to your terms and conditions of employment. At the end of the trial period, the Company may require you to return to your previous working pattern.

Your flexible working request will not affect your salary or other terms and conditions of employment.

At the end of your trial period.

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

Further queries.

Yours sincerely,

<<Name and Title>>
For and on behalf of <<Company Name>>

