

[Print on ... r insert Address]

S

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

A

<<Date>>

request

Dear <<Insert Title and Name>>

M

Thank you for your [letter] **OR** [a
request for flexible working.

<<Insert Date>>, making a formal

I am writing to advise you that you
because [you have not been employed
submitted a request for flexible working
make a request for flexible working

right to request flexible working
for 26 weeks] **OR** [you have
2 months. Employees cannot
once every 12 months].

If you need any further clarification
contact me.

your application further, please

Yours sincerely,

P

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

L

F