[*date*]

[*state how delivered:* e.g. By Hand *or* By 1st Class and Registered Post]

PRIVATE & CONFIDENTIAL

[*name/address*]

Dear [*name*]

**Flexible working request**

I write further to our meeting on [*date*] in which we discussed your flexible working request.

I am writing to confirm that your request to [*state what change was requested*] has been agreed [subject to a trial period of [*how long*]].

The [EITHER: change will come into effect from [*date*] OR trial period will run from [*date*] to [*date*]].

[*Detail any additional matters agreed*].

[EITHER *if agreed unconditionally:* This is a permanent change to your terms and conditions of employment and therefore, if your circumstances change in the future, we cannot guarantee that you would be able to return to your previous working arrangements. We would obviously give fair consideration to any request at the time.

*OR*

*If a trial period is necessary:* We have agreed to meet on [*date*] in order to discuss how the trial period has gone and whether to make these changes permanent. If we are able to accommodate your request on a permanent basis at the end of the trial period, this will result in a permanent change in your terms and conditions of employment and, therefore, if your circumstances change in the future, we cannot guarantee that you would be able to return to your previous working arrangements. If the trial period proves unsuccessful, you will revert back to your previous working arrangements. You will have the right to appeal against that decision.

[Under the statutory right to request flexible working, we have to make a final decision regarding your request by [*date*]. In order to accommodate the trial period and any necessary steps if it is unsuccessful, we have agreed to extend that period until [*date*].]

If you wish to discuss anything connected with this change to your working arrangements, please do not hesitate to contact me.

Yours sincerely