[*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.

Unfortunately, I have been unable to agree to your request for the following reasons:

[*State at least one of the following reasons for refusal with an explanation setting out why that reason applies in this case*

* additional costs to the business;
* impact on the ability to meet customer demands;
* work cannot be re-organised among the existing staff
* inability to recruit additional staff to cover the work
* detrimental impact on performance
* detrimental impact on quality
* insufficient work to be done in the hours the employee is requesting
* planned structural changes]

I am sorry we have been unable to agree to your request.

You have the right to appeal against this decision. If you wish to appeal, you must do so in writing to [*Name*]within [*14*] days of the date on this letter, stating the grounds of your appeal.

Yours sincerely