

Flexible working letter 3: Accept a flexible working request which can be accepted after receipt of the request, or after a meeting to discuss the application.

HR notes:

- Legislation does not insist on a trial period, but this is recommended and it is advised that all relevant parties to ensure the new working arrangements work out as intended.
- Complete all details indicated in [bracketed blue text] and file.
- Delete these HR notes.
- Call the employee into a meeting to discuss their claim. If necessary, the letter should hand over the letter person.
- If the employee does not accept the offer, you should file.
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PRIVATE AND CONFIDENTIAL

[Company name]
[Company address]

11 September 2013

[Title Initial Surname]
C/o [Company name]

Dear [name]

On [date] I received your application for flexible working and our meeting on (date of meeting) [date].

I am pleased to inform that [name of Company], can accommodate your flexible working request.

[Unfortunately, [name of Company], is unable to accommodate your original request. However, I understand that an alternative pattern has been discussed and mutually agreed.]

Your new working arrangements will be as detailed below

New working arrangements will begin from	[effective date of arrangement]
Reason for Change	[reason for change]
Job title	
Company	
Salary	
Hours of work	
Annual hours	

[The flexible working arrangement, as outlined above, will be put in place for an initial trial period of 3/6 months.]

All other terms and conditions remain unchanged. Please note that you will need to make a further flexible working application with the next month.

If you have any queries regarding the above please contact the HR department or contact your manager.

[Name of Manager]
Manager – [Company name]