NAME

ADDRESS

Dear XXX

RE: Flexible Working Request – agreed

Further to the meeting held on DATE, I am writing to confirm what has been agreed in relation to your request for flexible working.

Your request have been approved with effect from DATE. I have summarised details of your agreed working arrangement below:

(insert details of changes)

Please note this increase or reduction in hours will affect your annual leave entitlement (delete if not applicable).

During our meeting, we agreed this arrangement will be trialled over XXX period commencing DATE, with a further review meeting to be arranged to discuss the outcome of the trial.

The terms above represent a permanent / temporary variation to your contract of employment. As formal requests for flexible working cannot be made more frequently than once every 12 months, you may not make another request until DATE.

(If working arrangement is temporary) as agreed, we will review your request in XXX months’ time or sooner at your request.

I will ensure that the appropriate paperwork is completed to action the agree change and you should receive an amendment to contract from Recruitment.

I trust this reflects the discussion, please contact me in the first instance if you have any queries.

Yours sincerely,

NAME

JOB TITLE