NAME

ADDRESS

Dear XXX

Re: Flexible Working Meeting Invite

Further to the submission of your flexible working application dated XXX, I would like to meet with you to discuss your application and I would be grateful if you could attend a meeting scheduled to take place on:

DATE:

TIME:

VENUE:

You have the right to be accompanied by a trade union representative or work colleague. It is your responsibility to make the arrangements to be accompanied.

Following the meeting, a decision will be made with regards to your application and the decision will be communicated to you in writing no later than 14 days after the meeting. We will endeavor to grant your request for flexible working if at all possible, and in doing so we will take into consideration service needs and any impact that may be had on your colleagues and also the Trust.

I would be grateful if you could confirm your ability to attend the meeting suggested above or, if not, to suggest an alternative time and date.

Yours sincerely,

NAME

JOB TITLE