NAME

ADDRESS

Dear XXX

Re: Flexible Working request – declined

Further to our meeting on DATE regarding your flexible working request, I regret to inform you that your request has been declined due to (detail reasons for rejection).

I understand this may not be the desired outcome that you anticipated, you have a right to appeal against this decision, which can be done in writing to (name of next line manager) within 14 days of the date of this letter.

If you wish to discuss this further, please do not hesitate to contact me.

Yours sincerely,

NAME

JOB TITLE