

[Print on Company Letterhead Address]

<<Name of Employee>>
<<Address>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Employee>>,

Pursuant to your application for flexible working on <<Date>> and our meeting of <<Date>>, I regret to inform you that, after careful consideration, we have decided that your request cannot be accommodated.

Our rejection of your request is based on the following business grounds:
<<Detail business grounds for refusal>>

These grounds apply in the current circumstances. <<Describe why the stated business grounds apply>>.

[During our meeting you will recall the possibility of alternative flexible working patterns, specifically <<Detail alternatives considered>>. These alternatives have been considered in depth, however we have decided not to accommodate any such alternatives. <<State reasons for rejecting alternatives>>]

You have the right to appeal this decision. If you wish to appeal, please set out in writing the grounds for your appeal. This must be received within <<Timeframe>> of your receipt of this letter.

Please do not hesitate to contact me on <<Contact details>> for further enquiries.

Yours sincerely,

<<Name>>
<<Title>>

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