

[State method of delivery]
PRIVATE & CONFIDENTIAL
[Employee Name]
[Employee Address]

[Date Letter Sent]

Dear [Employee Name]

Flexible Working Request Outcome

On [date] you attended a meeting to discuss your flexible working request which itself was dated [date].

I am sorry that your request has been rejected. The business cannot grant your request due to:

- [additional cost to the business;
- impact on the ability to meet customer demands;
- work cannot be re-organised among existing staff;
- inability to recruit additional staff to cover the work;
- detrimental impact on performance;
- insufficient work to be done in the hours the employee is requesting;
- planned structural changes]

[Drafting Note: please explain how you have satisfied the chosen bullet point – telephone us for information].

You can appeal against this decision by submitting your grounds of appeal to [name] by [date].

Yours sincerely

[name]
[position]

This document is a free template and should only be issued when you have followed a correct procedure and taken advice on the matter. Please telephone us on 01270 781006 to discuss and ensure the letter is issued correctly.