PCC/PARISH LOGO

ADDRESS

Employee Name

Employee Address

Date

Dear Name

**Flexible working application**

Following your meeting with Line Manager, I am writing to confirm the outcome of the flexible working application that you submitted to us.

As discussed in the meeting, it is with regret that we are unable to facilitate this change for you due to the following reasons:

[Must be one of the below reasons and expand based upon discussion in meeting]

* it would harm your performance in the job - or the performance of your colleagues
* it would cost the business money
* it would reduce quality or standards
* your employer would struggle to meet customer demand
* your employer would have trouble hiring extra staff to cover your work
* your employer would struggle to reorganise work among your colleagues
* there isn’t enough work to do at the times you want to work
* your employer is planning changes to the business structure and your request wouldn’t fit with the changes

Whilst we understand that you will be disappointed with the outcome, you do have the right to appeal against this and, should you wish to do so, you should write to Name, Job Title, within 14 calendar days giving the full reasons why you are dissatisfied with the decision.

If you have any queries about the content of this letter, please let me know.

Yours sincerely

Name

**Job Title**