|  |  |
| --- | --- |
|  | <<Department>> |
|  | <<Address 1>> |
|  | <<Address 2>> |
|  | <<Address 3>> |
|  | <<Postcode>> |
|  |  |
| Private and Confidential | Direct Line: |  |
| <<Employee Name>> | Fax: |  |
| <<Address 1>> |  |  |
| <<Address 2>> | Date: |  |
| <<Address 3>> | Your ref: |  |
| <<Postcode>> | Our ref: |  |

Dear **<<INSERT NAME>>**

**Successful Flexible Working Application – Permanent Change to Terms and Conditions**

Following our meeting on **<<DATE>** at which we discussed your application for flexible working, I have now considered your application and can confirm that I am able to grant your request.

This will be a permanent change to your terms and conditions and the details of your change are noted below;

**[set out nature of change in full detail, include any changes to hours, pay, place of work, nature of work etc].**

The reasons for these changes are as we discussed, namely **[give reasons here].**

The changes will take effect from **<<DATE>>.**

As these changes result in a permanent change to your contract of employment I would request that you sign the enclosed copy of this letter and return it to me. This will signify your acceptance of the changes to your contract of employment.

Yours sincerely

**<<MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>>**

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I have read, understood and agree to the changes to my contract of employment as set out in this letter.

Signed…………………………………. Date…………………………………..