|  |  |
| --- | --- |
|  | <<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>>**

**Confirmation of Flexible Working Appeal**

I confirm that I have received your Appeal Form dated <<DATE>> in respect of the decision not to allow your request for flexible working following the meeting on <<DATE>>.

I will be arranging a hearing to discuss your appeal within two weeks of the above date. In the meantime you may wish to consider whether you wish to be accompanied at that meeting by a trade union/professional organisation representative, a friend/relative not acting in a legal capacity.

Please let me know as soon as possible, if you will be accompanied so that I can include your representative in the arrangements for the meeting.

Yours sincerely

**<<NAME>>**

**<<Head of People and Change>>**

**<<SERVICE AREA>>**