|  |  |
| --- | --- |
|  | <<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 receipt of a Flexible Working Application Form**

I confirm receipt of your completed Flexible Working Application Form dated <<DATE>>.

I will arrange a meeting with you within 4 weeks of your application in order to discuss it with you. 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 colleague or a friend/relative not acting in a

legal capacity.

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

Yours sincerely

**<<MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>>**