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