|  |  |
| --- | --- |
|  | <<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 that a Flexible Working appeal has been unsuccessful**

Following our meeting on **<<DATE>** at which we discussed your appeal against the decision by **<<line manager name, job title>>** not to allow your request for flexible working, I have now considered your application and regret that I am unable to accommodate your request and do not uphold your appeal for the following service/operational reason(s):

**<<List reasons>>**

This (these) reason(s) apply in the circumstances because:

**<<List circumstances as appropriate>>**

**[The manager should also explain here why any other patterns that may have been discussed at the meeting were appropriate.]**

I must also confirm that you have no further right of appeal regarding this flexible working application and no further flexible working applications can be submitted for 12 months from the date of your original application.

Yours sincerely

**<<MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>>**