**Employer’s response to request for flexible working – accepting request**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear [*insert name*]*,*

**Re: Your request for flexible working**

I am writing to inform you of the decision that has been reached following your request for flexible working and our subsequent meeting to discuss the request on *[insert date]*.

The proposed changes to your working pattern were *[insert details of flexible working request].*

I am pleased to inform you that your request has been granted.

*[Select from the paragraphs below and delete as appropriate]*

Accordingly, I can confirm that as from *[insert date]* your terms and conditions of employment will change as follows: *[insert details e.g., change to shift pattern]*.

*[OR]*

Your hours of work from *[insert date]* will be *[insert hours and days of work]*. This represents a working week of *[insert hours]* hours. This change means that your salary and other entitlements will now be as follows: *[insert details of changes to terms]*.

*[OR]*

You will work *[insert number]* hours out of your total working week at home, instead of at Company premises. The actual hours worked at your home and on the Company’s premises each week will be agreed with your manager on a flexible basis.

*[Select from the paragraphs below and delete as appropriate]*

These mutually agreed changes will represent a permanent variation to your contract of employment.

*[OR]*

These mutually agreed changes will represent a temporary variation to your contract of employment until *[insert date]*. From *[insert date]*, it was mutually agreed that you will revert back to the terms and conditions of employment that were in existence prior to your request.

*[Select from the paragraphs below and delete as appropriate]*

Please sign the attached copy of this letter to signify your acceptance of the changes outlined above. Please return this to *[insert name]* by *[insert date]*.

*[OR]*

A separate statement reflecting the above agreed terms will be issued as an addendum to your employment contract dated *[insert date].*

If you have any questions about the content of this letter, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*