**Employer’s response to request for flexible working – declining 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 have given your request careful consideration and, unfortunately, I regret to inform you that we are unable to agree to your request. I realise that you will be disappointed by my decision, and I have set out my reasons for declining your request below.

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

You requested a reduction in your working hours from *[insert number of original hours]* to *[insert number of requested hours]*.

*[OR]*

You requested a change to the pattern of your working hours as follows: *[insert details of request]*.

*[OR]*

You requested a change to your place of work as follows: *[insert details of request]*.

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

Unfortunately, on consideration, I feel that agreeing to this request would:

* impose an unreasonable burden of additional costs on the Company because *[insert details of additional costs and explain why they would be incurred]*; and/or
* have a detrimental effect on the Company’s ability to meet client/customer demands because *[insert details]*; and/or
* have a detrimental impact on the quality of service delivered by the Company because *[insert details]*; and/or
* have a detrimental impact on the Company’s performance because *[insert details]*; and/or
* create unacceptable difficulties for the company as we have been unable to make arrangements to reorganise work among existing staff *[insert details]*; and/or
* create unacceptable difficulties for the Company as we have been unable to recruit additional staff because *[insert reasons]*; and/or
* create unacceptable difficulties for the Company because of an insufficiency of work during the periods you proposed to work because *[insert reasons]*; and/or
* be inappropriate due to planned structural changes within the Company because *[insert details]*.

You may appeal against my decision to refuse your request for flexible working. Should you wish to, you will need to do so by writing to *[insert name]* within *[insert number]* days of receipt of this letter setting out your grounds for appeal.

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

Yours sincerely,

*[Insert name]*

*[Insert job title]*