**Private & Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Confirmation of move to more flexible way of working**

Thank you for attending our meeting on [date] to discuss your proposed move to a more flexible way of working whereby you can [split your time between attending your usual place of work and working remotely/work from a location that suits your needs and the needs of our organisation (whether that is from home, at your usual place of work, or at [one of our regional workspace hubs])].

As discussed, our organisation has been examining all aspects of how we work as we look forward to our organisation adapting to, and thriving in, the new working environment following the coronavirus pandemic. We are confident that making this flexible working arrangement permanent will be of benefit to both you and our organisation.

Following our discussion, we can confirm that you will move to this new way of working from [date].

**Variation to your contract of employment**

This new working arrangement constitutes a [permanent/temporary] variation to your contract of employment so that, from [date], you are expected to:

* work remotely on [specify days]; and
* attend work on [specify days] at [insert address of employee's usual place of work].

[OR

This new working arrangement constitutes a [permanent/temporary] variation to your contract of employment so that, from [date], you can work from a location that suits your needs and the needs of our organisation (whether that is from home, at [insert address of employee's usual place of work], or at [one of our regional workspace hubs]).]

Please note that there will be times when you are required to work elsewhere as and when our organisation reasonably requires.

This new working arrangement is reflected in the updated wording in clause [number] of your [contract of employment/written statement of terms and conditions of employment], a copy of which is attached.

We need you to confirm that you agree to this variation by signing a copy of this letter to signify your agreement to move to this more flexible way of working and returning it to me by [date].

**Technology and equipment needed when working remotely**

At the meeting, we discussed the technology and equipment you need to help you to work remotely. We can confirm that we will provide you with [list the appropriate items, and expand on them as necessary]:

* [a [laptop] computer.
* a printer and/or scanner.
* a mobile phone.
* a desk chair; and
* a filing cabinet.]

[We will also provide you with an allowance to pay for [internet/telephone] costs in your home.]

**Other issues**

At the meeting, we also discussed the following practical issues:

* [Set out any other practical issues that have been discussed, for example:
	+ reiterating any safe working measures to which employees must adhere when attending the workplace, which could be set out in a [policy on safe working during the COVID-19 pandemic](https://www.xperthr.co.uk/policies-and-documents/coronavirus-policy-on-safe-working-during-covid-19-pandemic/165236/);
	+ explaining any financial assistance that is provided for travel to and from the workplace, particularly if the employee lives a considerable distance away.
	+ setting out details of any hotdesking arrangements when the employee is attending work.
	+ highlighting the details of any regional workspace hubs where the employee can go to work; and
	+ reminding the employee of any potential limits to the flexibility they are being given, for example reiterating when the employee's attendance at work will be required, any restrictions on working in public places (if there are data protection concerns), and any limits on working remotely from abroad (see [Working remotely from abroad: What employers need to know](https://www.xperthr.co.uk/commentary-and-analysis/working-remotely-from-abroad-what-employers-need-to-know/165769/)).]

**Next steps**

Please sign a copy of this letter to signify your agreement to the variation of contract to move to this more flexible way of working and return it to me no later than by [date].

In the meantime, please do not hesitate to contact [me/your line manager/the HR department] if you have any queries or concerns.

Yours sincerely,

[ ]

I agree to the variation to my contract of employment to move to this more flexible way of working, as set out in this letter.

Signed:

[ ]

Dated:

[ ]