**Letter arranging a trial period for flexible working**

*[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]*.

Having given the matter our full consideration, I am pleased to confirm that your request has been granted on a trial basis for a period of *[insert number] [delete as appropriate – weeks/months]*.

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

From *[insert date]*, your terms and conditions of employment will change as follows: *[insert details of change e.g., change to shift pattern]*.

*[OR]*

Your hours of work from *[insert date]* will be *[insert hour and days of work]*. This represents a working week of *[insert number]* 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.

During the trial period your salary will be adjusted to reflect the different working time. You will be paid *[insert amount]* per *[delete as appropriate – hour/week/month/year]*.

These mutually agreed terms will represent a temporary variation to your contract of employment for a period of *[insert number] [delete as appropriate – weeks/months]*.

I will review the arrangement with you on *[insert date]*, however, should this arrangement have a detrimental effect on the operations of the Company it may be necessary to review the situation at an earlier date. In considering whether it has been successful, the Company will look at any impact it has had on efficiency, customer service and other relevant factors. After the final review meeting, we will discuss the feasibility of the arrangement and, if it is having a detrimental effect, then it may be necessary for you to revert back to the terms and conditions of employment that were in existence prior to your request.

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

If you have any questions relating to the trial period, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*