**Letter confirming trial period of flexible working was successful**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

 **Re: Flexible working – trial period**

I am writing regarding the trial period of flexible working that you are currently undertaking. As you are aware, from *[insert date]* your normal terms and conditions of employment were amended on a trial basis to undertake a flexible working arrangement of *[insert details of amended hours, amended days or homeworking]*.

We held a meeting on *[insert date]* to discuss how your trial period was progressing. At the meeting, you informed us that *[insert details of matters put forwards by the employee]*. We also heard from your line manager that, in relation to the arrangement, *[insert details e.g., whether working successfully, any problems, etc]*.

Following the meeting, I have considered all the matters which were discussed, and I have further reviewed the current, and future, needs of the business.

I am now pleased to inform you that, following a successful trial period, your flexible working arrangement will become permanent.

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

Accordingly, I can confirm that 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 contractual entitlements will now be permanently varied 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 hours worked from home will be *[insert details]*.

To confirm, these mutually agreed changes will represent a permanent variation to your contractual terms and conditions from *[insert date]*. Should you wish to further amend these terms in the future, you will be required to submit a further flexible working request.

I am pleased that *[insert Company name]* has been able to provide you with your requested flexibility. If you have any queries regarding the contents of this letter, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*