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

*This letter is for use for flexible working requests made on or after 6 April 2024. Please note that because of legal changes, alternative letters should be used for requests received prior to this date.*

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

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Flexible working – trial period**

,

**Re: Flexible working — trial period**

I am writing in regard to 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 forward by the employee]. We also heard from your line manager that, in relation to the arrangement, [insert details, eg whether working successfully, any problems, etc]*.*

Following the meeting, I have given full consideration to all the matters which were discussed and I have further reviewed the current, and future, needs of the business. I am sorry to inform you that your trial period was unsuccessful due to [insert business reasons, eg customer demand could not be met/workloads could not be distributed among other team members].

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

Accordingly, I can confirm that from [insert date],your terms and conditions of employment will revert back to your original contract of employment. For clarity, these will change as follows: [insert details].

*[OR]*

To provide a further opportunity to meet your need for flexible working, I would like to assess whether an alternative arrangement is a workable solution for yourself and the business. As such, I would like to invite you to a meeting on [insert date]at [insert time]in [insert location]to discuss this matter further. You may wish to bring a fellow colleague or trade union representative as a companion at this meeting. If you do wish to do so, please let us know so that we can make appropriate arrangements.

Yours sincerely

I am aware that you may be disappointed however, for clarity, you are entitled to bring two flexible working requests in a 12-month period.

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]