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

*[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 sorry to inform you that your trial period was unsuccessful due to *[insert business reasons e.g., 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.

I am aware that you may be disappointed however, for clarity, you remain entitled to bring a further statutory flexible working request once you meet the statutory conditions.

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]*