**Letter inviting an employee to a meeting to discuss a flexible working request**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Flexible working request**

Thank you for your letter of *[insert date]* where you made a request for flexible working.

I would like the opportunity to discuss your request in more detail so that we can assess how your proposed *[delete as appropriate – working pattern/change in hours/change to home working]* might be made to work in practice and to ensure you are fully aware of the implications, for example, in relation to salary, holidays etc. It should also be noted at this stage that if we agree to any changes, these will represent a permanent change to your contract of employment unless we agree to a mutually convenient temporary variation or trial period.

I therefore request that you attend a meeting at *[insert time]* on *[insert date]* at *[insert location]. [Optional]* You have the right to be accompanied at the hearing by a colleague or a trade union official. Please confirm whether you wish to be accompanied and if so, who you wish to be accompanied by so that we may make arrangements in this regard.

The meeting will be held by *[insert name and job title]* and *[insert name]* will also be present as a minute taker.

Following the meeting, I will carefully consider your request and make a decision on the feasibility of your proposed working pattern. I will send you my decision in writing shortly after the meeting. If we refuse your request, I will fully explain the reasons why I believe your request is not workable for the company.

I would be grateful if you could confirm your attendance at this meeting by contacting me before *[insert date]* to inform me of this.

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]*