**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I am writing further to your letter dated [insert date] in which you have asked to reduce your weekly working hours upon your return to work from maternity leave.

[Select from the following paragraphs and delete as appropriate]

I can confirm that your new pattern of work has been authorised. My records show that you will be returning to work on [insert date] and this will be the start date of your new hours.

Your new working hours will be as follows:

 [Confirm hours of work]

As discussed, we have treated this request as a formal flexible working request. As such, the changes that have been authorised represent a permanent change to your terms and conditions. In addition, you will not be able to make another formal flexible working request for a minimum of 12 months from the date of your original request.

[OR]

We are treating this request as a formal flexible working request and therefore will deal with it under our flexible working procedure. Therefore, I would like to arrange a meeting with you where we can discuss the nature of your request further.

Please attend a meeting with [insert name of person chairing the meeting] on [insert date], at [insert time of meeting] on [insert place of meeting].

[Insert name and job title] will also be at the meeting to act as a note taker.

You may bring a colleague or Trade Union representative to the meeting with you to act as your companion. If you wish to bring someone, please let us know, prior to the meeting, who this will be.

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely,

[Insert name]

[Insert job title]