

[Print on Company Letterhead or Envelope with Return Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Re: <<Appeal>>

Dear <<Name of Employee>>

Pursuant to your appeal dated <<Date>>, we have re-considered your request for <<Details of flexible working>>.

[I have reviewed the decisions originally made and I am pleased to inform you that your appeal has been accepted. Your original request for <<Details of flexible working>> has been accepted and your working pattern will be changed as follows: <<Details of flexible working>>].

Your new working pattern will commence on <<Date>>.

OR

[I regret to inform you that our original decision that your appeal is hereby rejected.

The grounds for this rejection are as follows: <<Grounds for rejection of appeal>>.

These grounds apply to this case because <<Grounds apply>>.]

Please do not hesitate to contact me on <<Phone Number>> for further queries.

Yours sincerely,

<<Name>>

<<Title>>