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<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Recipient's Name>>
<<Company / Employer's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: <<Subject>> Appeal

Thank you for your flexible working request. I wish to apply for flexible working I wish to request a flexible working pattern.

<<Date>>. Under my legal right to refuse your decision to reject my request for a

My appeal is based on the following grounds:
<<Give details of the grounds for your appeal>>

I look forward to hearing from you. Please be aware that a meeting must be arranged within 14 days of the receipt of your appeal.

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Yours sincerely

<<Name & Title>>

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