

Dear

**Your request for Flexible Working**

Following our discussion on \_\_\_\_\_ about your request:

I would like to let you know our decision.

Having given the matter thorough consideration, I regret that we are unable to agree to your request. The reasons for this are set out below.

**Why we are unable to accept your request**

Unfortunately, we think that this is not feasible because:

If you wish to appeal against the decision you should write to the next level of management within 7 days of receiving the notification that the application has been refused. You will receive a reply within 7 days, acknowledging the registering of your appeal which will take place as soon as practicable. There will be a minimum of 7 days' notice of the appeal date.

A departmental appeal hearing will be held, and the appeal decision will be provided to you in writing confirming the reasons for the decision within 7 days of the hearing. You have the right to be accompanied at the appeal hearing. If you fail to attend the appeal hearing or rearranged appeal, your request will be considered withdrawn.

If you have any queries or concerns, please do not hesitate to contact me.

Yours sincerely