**Private & Confidential**

**DATE**

**NAME**

**ADDRESS**

**ADDRESS**

**ADDRESS**

**ADDRESS**

Dear NAME

**Re: Outcome of Flexible Working Request received on (DATE)**

Following receipt of your flexible working request form and our subsequent meeting held on (DATE) I have considered your request for a new flexible working pattern.

After careful consideration and further discussion with yourself, I can confirm that I am unable to authorise your flexible working request. I explained to you at the meeting that my refusal is based on business ground(s) as outlined below;

**Please delete this paragraph before issuing the final copy to the member of staff:**

**Examples of justified business reasons are listed below but please ensure you include as much detail as possible that supports your business reason and why any other work patterns are also not suitable)**

* Detrimental effect on the Trust’s ability to meet patient/service demand;
* Inability to reorganise work within available staffing;
* Inability to recruit additional staff;
* Detrimental impact on quality;
* Detrimental impact on performance;
* Burden of additional cost to the Trust;
* Insufficient work during the period the member of staff proposes to work;
* Planned structural changes to the service/department.

**PLEASE INCLUDE ALTERNATIVE OPTIONS CONSIDERED AND WHY THESE WERE DEEMED UNSUITABLE.**

You have the right to appeal my decision to refuse your flexible working request within 14 calendar days from the date of this letter. Your request to appeal my decision must be submitted in writing to (INSERT NAME OF NEXT LINE OF MANAGEMENT). There is no recourse through any other procedure including the Trust’s Grievance Procedure

I trust this is a true reflection of our discussions held. If you have any queries then please do not hesitate to contact me.

Yours sincerely

FULL NAME

**JOB TITLE**

cc HR – First Contact Team

 Personal File