[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Your Flexible Working Request**

I am writing to confirm receipt of your request for flexible working and to invite you to a meeting to discuss the proposed changes to your working hours. The meeting will take place in our offices on [insert date] at [insert time].

Please be aware that we are under no obligation to grant your request if we consider that the change(s) may have a detrimental effect on the business. However, where possible, we will endeavour to find a solution that is agreeable to both parties.

If you are unable to attend the meeting at the time and date stated, then please let me know at the earliest opportunity.

Yours sincerely

[***Insert Name and Job Title***]

For and on behalf of [***name of Company***]

[***Insert name and address of recipient***]

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