**EMPLOYER’S REJECTION OF REQUEST FOR FLEXIBLE WORKING**

Dear [NAME]

**Request for flexible working**

I am writing to confirm the outcome of our recent meeting at which we discussed your request for flexible working.

I have considered your request for a new flexible working pattern carefully. I regret to inform you that, on this occasion, we are unable to accommodate your request for the following business reason(s):

•[The burden of additional costs.]**\***

•[Detrimental effect on ability to meet customer demand.]**\***

•[Inability to reorganise work among existing staff.]**\***

•[Inability to recruit additional staff.]**\***

•[Detrimental impact on quality.]**\***

•[Detrimental impact on performance.]**\***

•[Insufficiency of work during the periods you propose to work.]**\***

•[Planned structural changes.]**\***

[\* Delete as appropriate]

In particular, [INSERT FURTHER DETAILS FOR REFUSAL]

You may appeal against this decision if you wish. Your appeal should be submitted in writing to me within the next 5 working days.

Yours sincerely,

[NAME]