**EMPLOYER’S LETTER GRANTING APPEAL**

**AGAINST REFUSAL OF FLEXIBLE WORKING REQUEST**

Dear [NAME]

**Flexible working request: appeal**

I am writing to confirm the outcome of our recent meeting to discuss your appeal against the refusal of your flexible working request.

The reasons for reaching this decision are [DETAILS].

As a result, your new working arrangements will begin on [DATE].

The new arrangements will be as follows: [INSERT DETAILS]. With the exception of these changes, your current employment terms remain unaffected.

The changes set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern. You will also be unable to make another request for flexible working under the statutory procedure for 12 months from the date on which your original request was made.

Yours sincerely,

[NAME]