**EMPLOYER’S REJECTION OF 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.

Having carefully considered the matter I have decided to reject your appeal for the following 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]

I am sorry that we have not been able to accommodate your request on this occasion. Please note that this brings the flexible request procedure to an end and you will not be able to make another request for 12 months from the date on which you made your original request.

Yours sincerely,

[NAME]