**EMPLOYER’S CONFIRMATION OF TRIAL PERIOD**

Dear [NAME]

**Application for flexible working**

Following receipt of your recent flexible working request I am pleased to confirm a trial period of your requested working pattern as set out below.

The trial period will begin on [DATE] and will end on [DATE].

For the duration of the trial period only, your working arrangements will be as follows [INSERT DETAILS OF NEW WORKING ARRANGEMENTS]. With the exception of these changes, your current employment terms remain unaffected.

Prior to the end of the trial period, we will review the new working arrangements. Following that review, the new working pattern will either become permanent or you will revert to your current working arrangements.

You should be aware that if the changes to your contract are made permanent, at the end of the trial period, then you will have no right to revert back to your current working pattern.

If we do not agree to make the new arrangements permanent, you will be able to appeal that decision.

Please sign and date the enclosed copy of this letter and return it to me as soon as possible to confirm your agreement to this temporary variation of your contract terms.

Yours sincerely,

[NAME]

................................................................

[EMPLOYEE]

DATE .....................................................