**EMPLOYER’S CONFIRMATION OF AN EXTENSION OF TIME**

**TO DECIDE A FLEXIBLE WORKING REQUEST**

Dear [NAME]

**Flexible working request**

I refer to our recent discussion about your request for flexible working.

As I explained, under the statutory right to request flexible working, we ae able to agree to extend the deadline for determining your request for a flexible working pattern.

I explained to you that we wished to extend the deadline in your case because [REASONS].

As a result, we have agreed to extend the period for the Company to make a decision until [DATE].

If you have any queries, please let me know.

Yours sincerely,

[NAME]