**LETTER TO EMPLOYEE ACCEPTING REQUEST FOR FLEXIBLE**

**WORKING**

Dear [NAME]

**Flexible working request**

Following your recent flexible working request of I am pleased to confirm that we are able to accommodate your requested working pattern.

Your new working arrangements will begin on [DATE].

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

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

The changes to your contract as 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.

If you have any queries in relation to this letter please get in touch.

Yours sincerely,

[NAME]

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[EMPLOYEE]

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