**EMPLOYER’S NOTICE TO TREAT FLEXIBLE WORKING REQUEST**

**AS WITHDRAWN**

Dear [NAME]

I am writing to notify you that the Company is treating your recent flexible working request as having been withdrawn by you.

You were invited to a meeting to discuss your request on [DATE]. However, you the meeting did not take place because [REASONS]. The meeting was rearranged for [DATE] but again did not take place because [REASONS].

Having carefully considered these circumstances, we consider that you failed to attend both these meetings without good reason. As a result, we are entitled to treat your request for flexible working as having been withdrawn.

You will now be unable to make another flexible working request for 12 months from the date of your original request.

Yours sincerely,

[NAME]