The following template letters have been created to assist line managers and other designated individuals in responding to flexible working requests in accordance with the Flexible Working Code of Practice. To access the relevant template letter, simply click on the embedded link below. Once you have located the specific template, please copy its contents into a [University of Nottingham letterhead](https://uniofnottm.sharepoint.com/sites/Brandresources/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FBrandresources%2FShared%20Documents%2FTemplates%2FLetterhead&viewid=cc3b29c4%2D17e7%2D4ba7%2D8a0e%2D783002d15c0a&OR=Teams%2DHL&CT=1711025374152&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDAyMTUyODYxMSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) and enter the required information.

1. [Invite to flexible working consultation meeting](#Invite_to_meeting)
2. [Invite to reschedule flexible working consultation meeting](#Invite_to_reschedule)
3. [Confirmation of flexible working outcome (outcome agreed](#Confirmation_of_outcome))
4. [Confirmation of flexible working outcome (outcome refusal](#outcome_refused))
5. [Flexible working trial period arrangements](#Trial_periods)
6. [Invite to flexible working appeal meeting](#Appeal_meeting)
7. [Flexible working appeal meeting outcome](#Appeal_meeting_outcome)

**Private & Confidential**

Dear

***Re:*** Invite to flexible working consultation meeting

Thank you for your request for flexible working dated (date).

I would like to invite you to a consultation meeting to discuss the changes outlined in your request in more detail.

**Meeting details**

The meeting will take place on (date) at (time) at (location / via Teams) with (me/name of attendees).

You have the right to bring a workplace colleague or a trade union representative with you to the meeting. Please note, you will need to put these arrangements in place.

If you require any adjustments in order to attend this meeting, please contact me directly to discuss these.

**Purpose of the meeting**

The purpose of the meeting is to explain how the proposed working arrangements would benefit you and the organisation and, if appropriate, to discuss any alternative flexible working options that may be suitable.

**Next steps**

Please confirm your attendance at this meeting and confirm whether you will be accompanied by a workplace colleague or trade union representative, providing the name of the individual.

If the time and date of the meeting are not suitable, please let me know and we will arrange an alternative time and date.

Prior to the meeting, you may find it useful to review the University Flexible Working Code of Practice and Guidance for employees, available on [the Flexible Working web page](https://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/flexibleworking/index.aspx).

Yours sincerely

Your name
Job title

**Private & Confidential**

Dear

***Re:*** Invite to reschedule flexible working consultation meeting

We were due to hold a meeting on (date) at (time) to discuss your recent request for flexible working.

Thank you for contacting me on (date) to tell me that (you/your workplace colleague) will be unable to attend our proposed meeting to discuss your request for flexible working. I am happy to rearrange the meeting to take place on (date) at (time).

**[OR]**

Due to unforeseen circumstances, it is necessary for us to reschedule our proposed meeting to discuss your request for flexible working. I would like to apologise for this and I assure you that it will not in any way affect your flexible working request.

The meeting will now take place (at location / remotely via Teams) with (me/name of attendees).

You have the right to bring a workplace colleague or a trade union representative with you to the meeting. Please note, you will need to put these arrangements in place and let me know in advance the name of the individual you would like to attend, and I will add them to the meeting invite.

**Next steps**

Please could you confirm to (me/name) that you are able to attend the meeting suggested above and, if not, to suggest an alternative time and date.

In the meantime, if you have any queries or concerns, please do not hesitate to contact me.

Yours sincerely

Your name

Job title

**Private & Confidential**

Dear

***Re:*** Confirmation of flexible working outcome

**[Approved requests only]**

Following the consultation meeting on (date) where we discussed your recent flexible working request, I am delighted to confirm that your request can be accommodated.

**OR [Alternative arrangements approved]**

Following the consultation meeting on (date) where we discussed your recent flexible working request and after further discussion with yourself, I made you are aware that unfortunately, **on this occasion, we would be unable to accommodate your request in full.** As I explained to you at the meeting, this refusal is based on business ground(s) as outlined below:

**(Include any which apply)**

* **the burden of additional costs**
* **an inability to reorganise work among existing staff**
* **an inability to recruit additional staff**
* **a detrimental impact on quality**
* **a detrimental impact on performance**
* **a detrimental effect on ability to meet customer demand**
* **insufficient work for the periods the employee proposes to work**
* **a planned structural change to the business**

**However, we discussed other arrangements and have agreed on an alternative arrangement where (*outline the compromise arrangement that has been reached*).**

**Variation to your contract of employment**

**[Permanent change only]**

We can confirm that the terms of your contract of employment will change from (date).

**[OR Temporary change only]**

We can confirm that the terms of your contract of employment will temporarily change from (date). This change will last until (date) after which you will revert to your previous terms and conditions of employment.

**Next steps**

Please sign the attached copy of this letter and return it to (me/name of individual) to signify your agreement to the changes detailed above.

If you have any queries or concerns, please do not hesitate to contact (me/name of individual).

Yours sincerely

Your name

Job title

***-----------------------------------------------------------------------------------------------------------------------------------***

**I agree to the variation to my contract of employment to change my working arrangement, as set out in this letter.

Employee's signature: ……………………………………....................................................................

Date: …………………………………….................................................................................................**

**Private & Confidential**

Dear

***Re:*** Confirmation of flexible working outcome

Following the consultation meeting on (date) where we discussed your recent flexible working request and after further discussion with yourself, I made you are aware that unfortunately, **on this occasion, we would be unable to accommodate your request.** As I explained to you at the meeting, this refusal is based on business ground(s) as outlined below:

**(Include any which apply)**

* **the burden of additional costs**
* **an inability to reorganise work among existing staff**
* **an inability to recruit additional staff**
* **a detrimental impact on quality**
* **a detrimental impact on performance**
* **a detrimental effect on ability to meet customer demand**
* **insufficient work for the periods the employee proposes to work**
* **a planned structural change to the business**

Although we did discuss possible alternative options such as (*outline the compromise that was not agreed*), we were unfortunately unable to reach a mutual compromise because (*outline why this could not be agreed*).

**You have the right to appeal this decision to refuse your flexible working request within 5 working days from the date of this letter. Your request to appeal the decision must be submitted in writing** to (name of Head of School/Department/ Associate Director or designated individual).

**If you have any queries, then please do not hesitate to contact me.**

Yours sincerely,

Your name

Job title

**Private & Confidential**

Dear

***Re:*** Flexible working trial period arrangements

Following our meeting on (date) to discuss your request for flexible working, I can confirm that we have agreed to the following changes to your contract of employment on a trial basis.

The trial period will begin on (date) and end on (date). It has been agreed that (*details of changes to be made on a trial basis including, for example, the number of working hours, what days or times will be worked*).

I will arrange a meeting with you shortly before the end of the trial period. The purpose of this meeting will be to discuss whether it is suitable to make the changes permanent.

The trial period offers an opportunity for both of us to understand how this arrangement will work, ensuring that is aligns with both your needs, and the operational requirements of the School/Department.

The above working arrangement is, at this stage, agreed as a temporary variation to the terms and conditions of your contract, and we reserve the right, at the end of the trial period, to require you to revert to your previous terms. Conversely, you may elect to revert back to your previous terms upon evaluating the practicality of the new arrangement during the trial period.

**Next steps**

Please sign the attached copy of this letter and return it to (me/name of individual). This is to signify your agreement to the changes detailed above and that you consent to extending the standard two-month timeframe for responding to a flexible working request to accommodate this trial period.

If you have any queries or concerns, please do not hesitate to contact (me/name of individual).

Yours sincerely

Your name

Job title

***---------------------------------------------------------------------------------------------------------------------------***

**I agree to the variation to my contract of employment to change my working arrangement, as set out in this letter.**

**Employee's signature: ............................................................................................................

Date: ........................................................................................................................................**

**Private & Confidential**

Dear

***Re:*** Invite to Flexible working appeal meeting

Further to your letter dated (date) appealing against the decision to refuse your request for flexible working, I am writing to confirm that (I/name of individual) will hear your appeal on (date) at (time) at (location/ via Teams). (I/ name of individual) will be accompanied by (name).

I have reviewed the contents of your letter and acknowledge that your grounds for appeal are as follows: **(insert grounds for appeal as per employee’s appeal letter)**

These matters will be discussed and considered at the meeting, therefore, it is important that you contact me in advance of the meeting if you deem the above to be incorrect in any way or if there is anything further that you wish for me to consider.

You have the right to bring a workplace colleague or a trade union representative with you to the meeting. Please note, you will need to put these arrangements in place.  Please confirm whether you wish to be accompanied and if so, who you wish to be accompanied by so I can add them to the meeting invite.

If you require any adjustments in order to attend this meeting, please contact me directly to discuss these.

Following the meeting, you will be informed of the outcome in writing. The written decision constitutes the final decision and is the end of the formal procedure. There will be no further right of appeal.

Please contact me if you are unable to attend or if you have any queries regarding the contents of this letter.

Yours sincerely

Your name

Job title

**Private & Confidential**

Dear

***Re:*** Flexible working appeal meeting outcome

Following the appeal meeting held on (date) which discussed your recent flexible working request, I am delighted to confirm that your request can be accommodated.

**Variation to your contract of employment**

**[Permanent change only]**

We can confirm that the terms of your contract of employment will change from (date).

**[OR temporary change only]**

We can confirm that the terms of your contract of employment will temporarily change from (date). This change will last until (date) after which you will revert to your previous terms and conditions of employment.

**Next steps**

Please sign the attached copy of this letter and return it to (me/name of individual) to signify your agreement to the changes detailed above.

If you have any queries or concerns, please do not hesitate to contact (me/name of individual).

Yours sincerely

Your name

Job title

**I agree to the variation to my contract of employment to change my working arrangement, as set out in this letter:

Employee's signature: ............................................................................................................

Date: .........................................................................................................................................**

**End of template letters**