**Flexible Working Policy**

**Appendix 3: Example Declination Letter**

Trust Headquarters

Willerby Hill

Beverley Road

Willerby

HU10 6ED

Tel: 01482 301700

**Date**

**Strictly Private & Confidential**

**Addressee only**

Dear (name)

RE: Declined Flexible Working Request

Following receipt of your flexible working application dated [date], as discussed with you in our meeting on [date] I have considered your flexible working request and unfortunately, I write to confirm that this request has been declined.

• Reason

As per the Flexible Working Policy, you have the right to appeal the decision within 14 calendar days of receipt of this letter. Please ensure that you submit your appeal in writing to me providing your reason for appeal.

You have the right to be accompanied by a trade union representative or a workplace colleague when attending appeal hearings, however, please note that it is your responsibility to ensure that they are informed of the date, time and location of the meetings.

If you require further information, please do not hesitate to contact me.

Yours sincerely

(Manager’s Name and Job Title)