

Form FW2

Request for Flexible Working Application Acceptance Form

Dear Staff Number:

Following receipt of your application and our meeting on

Date:

I am pleased to confirm that I am able to accommodate your application

I am unable to accommodate your original request. However, I am able to offer the alternative pattern that we have discussed and you agreed would be suitable to you.

Your new working pattern will be as follows:

Your new working arrangements will begin from:

Date:

Please note that the change in your working pattern will be a permanent change to your terms and conditions of employment and you have no right in law to revert back to your previous working pattern.

You will remain on current terms & conditions until the agreed date set out above.

If you have any questions on the information provided on this form please contact me to discuss them as soon as possible.

Signed:

Date: