

**Form FW3**

**Request for Flexible Working Application  
Rejection Form**

Dear

Staff Number:

Following receipt of your application and our meeting on

Date:

I have considered your request for a new flexible working pattern.

I am sorry but I am unable to accommodate your request for the following business ground(s):

The grounds apply in the circumstances because:

If you are unhappy about this decision you may appeal against it. If you wish to appeal you must complete a Flexible Working Appeal Reply Form and return it to your Group Director/Service Director within 14 days after receipt of this decision.

Signed

Date: