

TO
ADDRESS

DATE

Dear NAME,

Request for flexible working

I request consideration for flexible working and request (type of flexible working pattern).

I confirm that I am responsible for the care of (name of child) to whom I am (outline relationship) and confirm his/her date of birth as (date of birth). Please find enclosed a copy of (confirm name) (birth certificate/adoption certificate).

or

I confirm that I am responsible for the care of (adult name), to whom I am related (enter relationship), or who resides at the same address as me.

I would like to commence this flexible working pattern on (date) and I understand this will mean a permanent variation to my terms and conditions of employment and I think that this proposed change will have (outline effect ie in terms of any allocation of work, meeting of deadlines, ability to attend meetings) and suggest that this can be overcome by (please outline ideas).

I (have/have not) made a previous application. (The previous application was made on (date)).

I (will/will not) be accompanied at the requested meeting by (state name and job title if you will be accompanied).

I look forward to hearing from you.

Yours sincerely,

Name