

## Letter to employee: refusing flexible working hours request

[To be printed on company letterhead]

[Employee name]

[Employee's home address]

[Company name]

[Company address]

[Date – must be within 14 days of the meeting that  
.]

Dear [Mr / Ms Employee],

### Re: Request for flexible work

Thank you for your [ ]  
.

Following our meeting on [date], I have thoroughly considered your  
.

My decision to refuse your flexible [ ]:  
]:

- the burden of additional costs
- detrimental effect on ability to meet customer demand
- inability to re-organise work among existing staff
- inability to recruit additional staff
- detrimental impact on quality
- detrimental impact on performance
- 
- planned structural changes

[now expand the reason]

[ — ]

Yours sincerely,

[Manuscript signature]

## Explanatory notes

### Letter to employee: refusing flexible working hours request

#### General notes:

In accordance with the Employment Act 2008, Work and Family Rights Act 2006 and further secondary legislation including the Flexible Working Regulations 2014,

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The right is a right to request, not a right to work flexibly.

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#### End of notes