**Graphical user interface, text

Description automatically generated**

**Before using this document**

This template has been made available to you for free.

Whilst you are welcome to use the documentation as you see fit, we strongly recommend that you take specific legal advice from the team at [Primed](https://primed.co.uk/) as to the appropriateness of the documentation that you intend to issue in your particular set of circumstances. We promise we are very friendly!

In the event that you do use the documentation without first taking our advice, we need to be clear that in those circumstances, no relationship is created between you and any of the Outset Group Companies.

**Please make a copy of this document for your reference and delete this page before issuing it.**

**About Primed**

For brave & ambitious organisations, business never stops moving. Neither do the demands of HR & Health & Safety. We’re Primed, so you’re ready for whatever’s next. We advise, guide & support businesses with workplace compliance, HR & Health & Safety challenges, giving you the confidence to manage your people and safety with confidence.

To access more documents like this one or to find out more please book a free consultation [here.](https://www.primed.co.uk/free-consultation/?utm_source=direct&utm_medium=download&utm_campaign=manual+handling+policy)

**RECORDED DELIVERY OR HAND DELIVERED (DELETE AS APPROPRIATE)**

# PRIVATE AND CONFIDENTIAL

NAME

ADDRESS

DATE

Dear NAME

# INVITE TO MEETING TO DISCUSS APPLICATION FOR FLEXIBLE WORKING

Further to your application for flexible working, dated DATE, I am writing to invite you to a meeting on DATE at TIME at PLACE in order to discuss your application in more detail.

If you will have difficulty attending the meeting on that date, then please let me know immediately so we can discuss an alternative date if necessary. If you feel that you need more time to prepare for the meeting, again please let me know so that an alternative time can be arranged.

**Right to be accompanied**

You are entitled to be accompanied by a colleague at the meeting. I would be grateful if you could let me know as soon as possible whether you wish to be accompanied, and if so by whom, so that I can arrange appropriate cover for them, if necessary.

If your colleague will have difficulty attending the meeting on that date, then please let me know immediately so we can discuss an alternative date if necessary which should be no more than 7 days after the date suggested above.

**Outcome of meeting**

Following the meeting, I will inform you in writing, of my decision to either:

* Agree your application - confirming the variation to your contract and start date; or
* Refuse the application - specifying the business reasons for the refusal.

If you have any queries before our meeting please do not hesitate to contact me.

Yours sincerely

NAME

JOB TITLE

Enc:

A copy of Flexible Working Policy and Procedure