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**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