*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Flexible working rejection letter***

*If you wish to reject an employee’s flexible working request, you must provide a business ground for the refusal and should set out the reasons why the ground applies in the particular circumstances. You should also allow your employee to appeal the decision. Be particularly careful with flexible working applications made by women returning from maternity leave. A refusal to permit a woman to work on a part-time basis (usually on her return from maternity leave) may result in a claim of indirect sex discrimination as a provision requiring employees to work full time has a disproportionate adverse impact on women due to the fact that women are more likely to be the primary child carers. If your requirement has a detrimental impact on the particular female employee in question, you would then need to be able to objectively justify your decision as being a proportionate means of meeting a legitimate business aim.*

Date ................................................ *(insert date)*

Dear ................................................ *(insert name of employee)*

Following receipt of your flexible working application and our [telephone] meeting [held remotely via online video conferencing] on .......... *(insert date)*, I have considered your request for a new flexible working pattern.

Unfortunately, having given full and careful consideration to your application and having consulted with you, I regret that the Company is unable to accommodate your request. The reasons for this are set out below.

You requested [a reduction to your working hours/a change to the pattern of your working hours/a change to your place of work]. It is the Company’s view that agreeing to these changes would:

• impose an unreasonable burden of additional costs on the Company\*

• have a detrimental effect on the Company’s ability to meet our customers’ demands\*

• have a detrimental impact on quality\*

• have a detrimental impact on performance\*

• create unacceptable difficulties for the Company as we have been unable to make arrangements to reorganise the work amongst the other existing staff\*

• create unacceptable difficulties for the Company as we [have been/would be] unable to recruit additional staff\*

• create unacceptable difficulties for the Company due to an insufficiency of work during the periods you proposed to work\*

• be inappropriate due to structural changes to our business that the Company is planning.\*

*(\*Delete as appropriate.)*

The business reasons listed above apply to your request for a new flexible working pattern because ................ *(explain in more detail why the business reasons apply in the circumstances and set out any additional information which is reasonable to help explain your decision)*.

In addition, the alternative work patterns we discussed at the meeting are inappropriate for the same reasons set out above.

If you are dissatisfied with the Company’s decision to refuse your request for flexible working, you have the option to appeal it. If you do wish to appeal, you should write to ................. *(insert name and contact details)*, setting out the reasons for your appeal, in accordance with the Company’s flexible working policy, a copy of which is attached for your information. Note this requires that your appeal must be submitted within five working days starting with the day after the date on which you received this decision. An appeal meeting will then be arranged with you to discuss your appeal.

Yours sincerely

..............................................

*(Insert signature and name of author)*