**Personal and Confidential**

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[Recipient’s name]

C/o [Recipient’s department]

[Date]

Dear [name],

**Re: Flexible Working Trial Period Review**

Thank you for meeting with me on [date] to review the impact of your flexible working trial period, which is due to end on [date].

Your original flexible working request sought to [detail the specific arrangements].

I am pleased to confirm that your flexible working request, as outlined above, has been agreed. I am sure this arrangement will be of benefit to both you and the department. We will continue to review the effectiveness of the arrangement during our usual 1:1 and PDR meetings but do let me know if you have any questions in the meantime.

A copy of this letter will be sent to Human Resources so that your employee records can be updated as necessary.

**[*Please note - If contractual working hours are changing, for example if an employee is reducing their hours, please complete a REAP so that HR can issue a change of contract letter*]**

Yours sincerely,

**[Name]**

Position

c.c Human Resources