**Personal and Confidential**

**[College/Department/Institute]**

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[Recipient’s name]

C/o [Recipient’s department]

[Date]

Dear [name],

**Re: Flexible Working Request**

Further to your recent Flexible Working request I am writing to confirm the following has been agreed:

You will continue to work [Number] FTE per week, normally worked [Days] [Time].

Your Line Manager has exceptionally agreed that you may, with immediate effect, work every [Day/s] [Time] to [Time] from home. This working arrangement will be reviewed on a regular ongoing basis to ensure this continues to be beneficial for both parties, output will be a key measure for the University.

Under the University guidelines it is mandatory to carry out a Work Station Assessment at home to ensure your place of work meets the necessary requirements. You must ensure that any work undertaken at home is in managed in accordance with University Data Protection, Cyber and Confidentiality requirements.

I enclose an additional copy of this letter which you should sign and return to me to indicate your acceptance of the changes outlined above.

If you have any questions please do let me know.

Yours sincerely,

**[Name]**

[Position]

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I hereby accept the changes as outlined above

Signed: …………………………………………………………………….…………….. Date: …………………………………………….

[Full Name of Employee]

c.c [Line Manager]