**Personal and Confidential**

**[College/Department/Institute]**

Brunel University London

Kingston Lane

Uxbridge

UB8 3PH

United Kingdom

T +44 (0)1895 [number]

E [email address]@brunel.ac.uk

www.brunel.ac.uk

[Recipient’s name]

C/o [Recipient’s department]

[Date]

Dear [name],

**Re: Flexible Working Request**

Thank you for sending me your flexible working request form, which was received on [date].

I would like to meet with you to discuss your request and to explore how your proposed flexible working arrangement might work in practice. I suggest we meet on [date] at [time] in [location]. You are welcome to bring a work place colleague or trade union representative with you to the meeting if you wish.

Following the meeting, a decision will be made on whether your request can be accommodated and this decision will be communicated to you in writing no later than 14 days after the meeting.

I will endeavor to agree to your request for flexible working if it is possible to do so but must also consider any impact of your proposals on the work of the department and your colleagues. It would be helpful if you are willing at the meeting to discuss possible alternatives to the changes you have requested with a view to seeking a compromise arrangement that suits both parties if this is necessary.

A copy of the Flexible Working Policy and Procedure is available on the IntraBrunel Human Resources webpages should you require a copy. Further information and guidance is also available from your HR Business Partnering Team.

I would be grateful if you could confirm whether you are able to attend the meeting suggested above or, if not, suggest an alternative date and time.

Yours sincerely,

**[Name]**

Position

c.c Human Resources