# Flexible working request acknowledgement letter template

[Today's date]

Dear [name of your employee],

Thank you for the statutory flexible working request you made on [date].

We will consider your request as soon as we can.

If we can approve it without any further discussion, I will confirm this in writing.

If it needs further discussion, I will set up a meeting [optional: within X working days] to talk about:

* the changes you are asking for
* any effects of the change on the organisation
* what we can do to support your request
* if there are any other options you might consider

[Optional] You can bring someone with you to the meeting, for example someone else at work or a trade union representative.

Yours sincerely,

[Your name]  
[Your job title]  
[Organisation name]