## Letter to Confirm Flexible Working Hours

**[DATE]**

**[EMPLOYEE NAME]**

**[EMPLOYEE ADDRESS]**

Dear **[NAME]**,

This letter is to confirm that your flexible working hours request, as discussed on **[DATE]**, has been approved.

These changes will take place on **[DATE]**.

**OR**

This letter is in regard to your flexible working hours request, as discussed on **[DATE]**. While we are unable to grant your original request at this time, **[I AM/WE ARE]** pleased to make you a counter offer.

If you agree to this offer, these changes will take place on **[DATE]**.

The **[PROPOSED]** changes to your normal work pattern are as follows:

**\*\*DELETE AS APPROPRIATE\*\***

Your hours are reduced from full-time to part-time. Your normal part-time working hours will be on **[DAY/S]**, starting at **[TIME]** and finishing at **[TIME]**. You will continue in your current job role.

**OR**

Your hours are reduced from full-time to part-time. Your normal part-time working hours will be on **[DAY/S]**, starting at **[TIME]** and finishing at **[TIME]**. To accommodate these new hours, your new job role will be **[TITLE]**.

Your normal work hours have changed. Your new hours will be on **[DAY/S]**, starting at **[TIME]** and finishing at **[TIME]**.

It is up to you to choose the hours and days you work, provided you work **[NUMBER]** hours each **[WEEK/YEAR]**, as stated in your contract.

You are required to work during term-time only, with school holidays off. Any time you take off which goes above the holiday allowance stated in your contract must be taken as unpaid leave.You may request to work more than your normal contracted hours. Overtime will be paid by the company at one-and-a-half-times your basic rate of pay on weekdays (£**[NUMBER]** per hour) and double your basic rate of pay on Sundays and public holidays (£**[NUMBER]** per hour).

It is no longer necessary for you to work from the office. You may work remotely **[FULL-TIME/ON DAY/S]**, provided you are connected to the **[COMPANY NAME]** network at all times and you continue to fulfil your job role to the best of your ability.

To confirm that you are happy with the above changes to your job role, please sign and date this letter and return it to **[ME/US]** at your earliest convenience.

You will receive a new employment contract, based on the information in this letter, in due course.

Yours sincerely,

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**[EMPLOYER NAME]**

I hereby accept the above changes to my job role and understand that they will take place from the date specified above.

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**[EMPLOYEE NAME]**

**[DATE]**