**HOSPITAL NAME**

**Department**

Hospital name

Address Line1   
Liverpool  
LX XXX

Direct Dial: 0151 XXX XXXX

**Name**

Address 1

Address 2

Address 3

City Postcode

Date:

Dear [Insert Colleague preferred name]

**Re: Flexible Working Agreement**

Thank you for your flexible working request. Further to your recent application for flexible working, I would like to meet with you to discuss the details of your request. This meeting will be held in accordance with the Trust’s Flexible Working Policy.

I have arranged for us to me at TIME, in ROOM, LOCATION / ADDRESS.

I should be grateful if you would confirm your availability to attend, or provide me with your availability to discuss.

Yours sincerely

Name of Manager

**Job Title**