**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 Request: Appeal Outcome**

I write to inform you of the outcome of your appeal for your flexible working request which was held on DATE, at TIME, at VENUE. The meeting was held in accordance with the Trusts Flexible Working Policy.

In attendance was myself, supported by NAME, HR Representative. You were accompanied by NAME, OR You were not accompanied at this meeting, although you confirmed that you had been informed of your right to be accompanied and had chosen to attend unaccompanied **(delete as appropriate).**

You submitted an appeal against your Flexible Working application which was rejected by NAME on DATE, for the following reasons; DETAIL REASONS AND RATIONALE

The main points of your appeal were that:

Point 1: *[Write appeal point here]*

We heard from you that xxx

The panel felt that xxx

Point 2: *[Write appeal point here]*

You explained that xxx

The panel felt that xxx

Overall the panel felt that xxx.

Therefore in conclusion your appeal is upheld/not upheld/partially upheld, the rational for this decision was DETAIL RATIONALE.

Yours sincerely

MANAGERS NAME

Job Title