**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

[Letterhead Details]

***STRICTLY PRIVATE AND CONFIDENTIAL***

Addressee

Address 1

Address 2

Address 3

Address 4

Address 5

Ref**: *[Sender’s Initials]/ [Employee’s Initials]/ [Case Number]***

***[Date]***

Dear **[*Employee Title, Employee Name],***

**Re: Flexible/Hybrid/Contracted Home Working application \*delete as appropriate**.***\*meeting - \*invite\* request for additional information***

I write to acknowledge receipt of your Flexible/Hybrid/Contracted Home working application, dated ***[form date]*** which was received on **[*receipt date]***

\*However, after my initial review, I require some additional information before I can make a decision or arrange a formal meeting to discuss your application.

***[Insert questions – this must be specifically about the application e.g. Missing information such as impact on operation, how the work is to be covered etc.]***

I would be grateful if you could return this to me by ***[insert date]* *(consider when you need this by, and remember the ‘60 day’ closure period),*** as to not delay the process any more than necessary.

\*You are invited to attend a meeting to discuss your application in full scheduled for ***[date]*** commencing at ***[time], [location].***

**\**[name] [job title]*** will also be in attendance

***NB. Please ensure you have agreed dates prior to the letter to ensure all parties are available to prevent delays occurring)***

We will be able to discuss the detail of your application and will both have an opportunity to ask each other questions.

If you are unable to attend this meeting on the date outlined above, please speak with me before ***[insert date]*** so that I can organise to rearrange our meeting. You can contact me on the details below. Should you leave me a voicemail message, please e mail as an alternative.

You have the right to be accompanied at this meeting by a trade union representative of a union you belong to or NHSBT colleague, not acting in a legal capacity. It is your responsibility to organise this.

If you have any questions regarding the content of this letter, please do not hesitate to contact me.

*All details of this process under the Flexible Working & Agile policies should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence and case details should not be disclosed to other parties with the exception of your trade union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.*

Yours sincerely,

**[Name]**

**[Job Title]**

**[insert phone number and e mail address]**

**[cc:] HR supporting process**

**[Enc]**

