**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 Surname],***

Re: Flexible Working Appeal – outcome ***[date]***

I write to confirm the outcome of the Flexible Working application Appeal Panel held at the ***[venue]*** on the above date.

# The Appeal Panel Meeting

* 1. The Appeal Panel consisted of myself as Chair and ***[Name & Job title].***
  2. You were of course present and chose to be accompanied by ***[Representative’s Name & Union, if applicable***] /not to be accompanied.
  3. ***[Name & Job title]*** presented the Management Case.
  4. Evidence was heard from the following witnesses **[Names & Job titles]**.
  5. ***[Name, Job title & Centre]*** was present as an observer.
  6. The Hearing was conducted in line with the Flexible Working Policy

1. Your Appeal

***[Summarise]***

# Details of your Appeal presented

***[Summarise the most important points of the case, including details of the resolution sought]***

# Management Appeal response

***[Summarise the main points raised]***

# The Appeal Panel’s Response

***[Summarise the points made by the Staff Side.***

***Summarise the facts that were given weight in the decision making process.***

***Acknowledge any conflicting evidence and summarise how this was dealt with.]***

# The Appeal Panel’s Decision

After thorough consideration of all the evidence presented

* 1. The panel’s decision was ***[Uphold/not to uphold the managers decision] [Give a sentence to explain the reason.]***
  2. ***[If there are any further actions recommended by the panel e.g. a compromise that has not previously been considered]***

# Appeal

This is the final stage of Flexible Working Policy, and therefore the decision of the Appeal panel is final.

*All details of this process under the Flexible Working policy 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]**

**[cc:] HR Consultant supporting the case**

