**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: \*Temporary Flexible****/Hybrid/Contracted Home Working - Review *[date]* \*delete as appropriate**

I write to confirm the outcome of our meeting to review the temporary arrangements currently in place for you working flexibly, held at the **[venue]** on the above date.

1. **Summarise the current arrangements**
2. **detail your discussions including how it has worked and supported the employee**
3. **include discussion on any requested extension, or whether permanent arrangements should now be considered (new formal application)**
4. **include all options considered**
5. **include when the arrangement will end including any agreed short term extension**

In accordance with the Flexible/Agile working policy, your temporary arrangements should be no longer than 2 months, unless we agree a reasonable extension. Therefore, should you require these arrangements to continue beyond this, you will need to submit a full, formal application for flexible working, which if accepted, will be a permanent change.

*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]**

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