**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/Agile working application appeal - Invite**

I write to advise you that following receipt of your detailed written appeal and of the resolution you are seeking, an Appeal Panel will be held on ***[Date, time, and venue].***

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

The Appeal will be heard by***[insert names, job titles] (Independent senior manager/senior HR representative/senior staff side representative)***and the management reasons will be presented by ***[names, job title] (manager who made original decision).***The Appeal will be conducted in accordance with the Flexible Working Policy.

You have the right to be accompanied by an NHSBT colleague or a trade union representative of a union you belong to.

Please confirm your attendance at the above meeting to me ***[contact details]*** by ***[date]* \*- this should be at least three working days before the meeting, if possible to allow enough time for individuals involved to amend their travel/accommodation plans if necessary)**

*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:]**

**[Encl.]**