

Flexible Working Request (Employment Rights Act 1996)

Date: 13 September 2025 | Jurisdiction: England & Wales

From (Your details):

Name: Address: Postcode: Email: Telephone:

To (Recipient details):

Name/Company: Address: Postcode: Email: Reference (Order/Account/Policy No.):

Re:

Subject/Issue: Key dates: Reference numbers:

I am making a statutory request for flexible working. My proposed change(s): [hours/days/location/pattern], start date: [date], duration: [permanent/temporary].

Impact assessment: [How changes can be accommodated], proposed trial period: [if any].

Please confirm receipt and arrange a meeting within the required timeframe.

Yours faithfully,

Signed: _____

Name: