PCC/PARISH LOGO

ADDRESS

Employee Name

Employee Address

Date

Dear Name

**Flexible Working Application Decision**

Following on from today’s meeting with Line Manager name, with regard to discussing your flexible working application, I am pleased to confirm that we have agreed to reduce your hours to XX per week with effect from XX/XX/XXX.

From this date, please note the following:

• Your working hours will be XX hours per week, usually Working Pattern, but can be different depending on Business needs.

• Your pay will be reduced to £XX,XXX.XX per annum starting on DATE

• Your holiday entitlement will be pro rata for the period from Start Date due to your reduction in hours. Therefore your total holiday entitlement for the whole of this leave year is now [X] hours, inclusive of your entitlement to bank holidays.

I have enclosed a revised Statement of Main terms and conditions. Please sign and return one copy of this to me as soon as possible to confirm acceptance of this change.

If you have any queries about the content of this letter, please let me know.

Yours sincerely

Name

**Job Title**