**FORM FW (C)**

**Flexible working application rejection form**

As the manager, you must write to your employee following the meeting with your decision. This form can be completed by you when declining an application. Before completing this form, you must ensure that full consideration has been given to the application. You must state the business ground(s) as to why you are unable to agree to a new working pattern and the reasons why the ground(s) applies in the circumstances. You are advised to seek advice from your HR Business Partner in advance of confirming your decision.

Dear: Employee Number:

Following receipt of your application which we discussed at our meeting on \_\_\_\_\_\_\_\_\_\_\_ I have seriously considered your request for a new flexible working pattern, but I am unable to accommodate your request for the following business ground(s):

The grounds apply in the circumstances because:

(You should explain why any other work patterns you may have discussed at the meeting are also inappropriate. Please continue on a blank sheet if necessary.)

You have the right to appeal against this decision, details of the appeal procedure are set out on FORM FW (D).

Name: Date:

Signature: