**FORM FW (A1)**

**Notification of meeting to discuss flexible working application.**

A meeting should be held with your manager to discuss your application.

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| Dear: Employee Number:    Following receipt of your application for flexible working, I would like to invite you to attend a meeting, the purpose of the meeting is to discuss in more detail your application, to fully understand your requirements and to discuss some possible alternatives.    The meeting will take place on \_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_.  You may request to be accompanied by a recognised trade union representative or work colleague at the meeting.  Please confirm if you wish to do so to enable me to consider your request and make appropriate arrangements.  Name: Date:      Signature: |