**FORM FW (D)**

**The appeal process.**

If your manager turns down your request for flexible working, you have the right to appeal against the decision. If you wish to appeal, you must write to your manager, setting out the grounds of your appeal, after receiving written notification of their decision.

Dear

I wish to appeal against your decision to refuse my application for flexible working. I am appealing on the following grounds:

(please continue on a separate sheet if necessary)

Name: Employee Number: Date:

Please return this form to your manager

To the manager

If you reject your employee’s request for flexible working, your employee has the right to appeal against your decision.

If your employee appeals against your decision to refuse a request for flexible working, you must arrange an appeal panel to hear their appeal after receiving the appeal letter.

After the hearing has been held, you must write to your employee to notify them of the outcome of the appeal using Form FW (E)