[DATE]

Dear

Flexible working request

I would like to make a non-statutory application to work a flexible working pattern.

I have worked continuously as an employee of [NAME OF COLLEGE OR UNIVERSITY] since [ENTER DATE]. I have working in [NAME OF DEPARTMENT/FACULTY] as [JOB TITLE] and my employee payroll reference number is [ENTER PAYROLL REFERENCE NUMBER].

My current working pattern is as follows:

Place of work [ ] Hours of work [ ] Days of work [ ] Times of work [ ]

I would like to propose the following:

Place of work [ ] Hours of work [ ] Days of work [ ] Times of work [ ] Proposed start date [ ]

I think this change in my working pattern will affect [NAME OF UNIVERSITY OR COLLEGE] and my colleagues as follows: [ENTER HERE THE POTENTIAL IMPACT OF THE CHANGE ON YOUR IMMEDIATE COLLEAGUES, DEPARTMENT/FACULTY ETC]

I am making this application to [ENTER THE REASON FOR YOUR APPLICATION I.E. IF YOU NEED HELP WITH YOUR CARING ARRANGMENTS]

Yours sincerely