[Your name and address]

For the attention of [Your Line Manager's name]

[The name of your employer’s business and address]

[Date]

**Statutory Request for Flexible Work**

This is a statutory request under section 80F Employment Rights Act 1996.

I confirm I have at least 26 weeks of service [note – there is no requirement to confirm your length of service but there’s no harm in doing so.]

I have not previously made a request under section 80F Employment Rights Act 1996.

[OR

I have previously made a request under section 80F Employment Rights Act 1996 on [Date]] [note – in accordance with this legislation only one flexible working request can be made in any 12-month period so if you've previously made a request you need to ensure you wait 12-months before making your next request.]

My current working pattern is [note – there is no requirement to explain your current working pattern but it is sensible to do so.]

I would like my new working pattern to be [note – set out here what arrangements you are looking to put in place.]

I think this new work pattern would have the following effects on the business [note – set out here what you think the impact on the business could be.]

I think these effects could be dealt with by the following: [note – try to address the concerns that you think your employer, external clients/customers or colleagues may have here and how you think your new arrangement could work. If you can draw on examples of other people who do a similar job to you and how they have been able to do it flexibly you may want to refer to that too but you should be aware that the fact that an employer has previously accommodated a request may be the reason why they are unable to accommodate yours.]

Working from home [note – if possible, state things like you have the necessary home environment and work equipment to enable you to work effectively from home e.g. a laptop, desk etc.]

If you are unable to commit to a permanent contractual change, I would be happy to agree to a trial period of [ 3/ 6 ] months so that the business can properly assess if it is a viable option.

I would be happy to attend a meeting to discuss my request in more detail and to be given a chance to address any concerns that you may have regarding my suggested new working pattern.

I hope that you will consider the above and my request for furlough leave favourably and I look forward to your reply.

Yours sincerely,

[Your name]