[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Response to Request for Flexible Working Arrangements**

Dear [Employee Name],

Thank you for your request dated [*Date of Request]*, in which you proposed a flexible working arrangement to [*briefly summarize the request, e.g., “adjust your working hours to [specific hours]” or “work remotely [specific days]”*]. We appreciate your proactive approach and the thoughtfulness of your request.

**Decision on Your Request**

**If Approved**:

We are pleased to inform you that your request has been approved. Effective [Start Date], your flexible working arrangement will be as follows:

* [*Specific details of approved arrangement, such as working hours, remote work days, etc.*].

This arrangement will be reviewed on [*Review Date*] to ensure it continues to meet both your needs and the operational requirements of the company.

**If Partially Approved**:

While we cannot accommodate your request in full due to [*specific reasons, e.g., operational constraints, team needs*], we are happy to offer the following adjusted arrangement:

* [*Details of the modified arrangement, such as fewer remote work days, different hours, etc.*].

We believe this adjustment strikes a balance between your needs and the requirements of the business.

**If Declined**:

After careful consideration, we regret to inform you that we are unable to approve your request at this time due to [*specific reasons, e.g., operational demands, team coverage requirements, business needs, etc*.].

We encourage you to meet with [Manager’s Name/HR Contact] to explore alternative solutions or revisit this discussion at a later date, should circumstances change.

**Next Steps**

If you have any questions about this decision or would like further clarification, please feel free to contact [Manager’s Name/HR Contact] at [Email Address/Phone Number].

We value your contributions to the team and appreciate your understanding.

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................

**Acknowledgment of Receipt**

I acknowledge receipt of this notice and understand the information and disciplinary action described herein.

Employee Signature: .........................................

Employee Name: .........................................

Date: .........................................