**Appendix B**

**Invitation to a Flexible Working Application/Appeal Meeting**

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| **PRIVATE & CONFIDENTIAL**Name AddressDateDear XXXX,  | XXXX DepartmentXXXX DivisionSalisbury NHS Foundation TrustSalisbury WiltshireSP2 8BJTelephone: 01722 336262 Ext XXXXBleep XXXX |

**Flexible Working Application Meeting/Appeal**

I would like to arrange a meeting with you regarding your Flexible Working Application submitted to me on date.

I have arranged the meeting to be held as follows;

**Date:** date

**Venue**: Via Microsoft Teams or face to face

**Time:** time

This meeting will be with myself XXXX, job title, People Advisor, OD & People where we will discuss your application. You have the right to be accompanied by a trade union representative or work colleague if you so wish.

Please confirm your attendance at this meeting and if relevant the name of the person who will accompany you. In the meantime, if you have any queries please do not hesitate to contact me.

Yours sincerely,

XXXX

**Job Title**

Encl. Flexible Working Policy

CC Personal File