

Annex 2

Form FW (G) Flexible Working Notice of Withdrawal Form

Note to the Employee

This form provides notification to your manager that you wish to withdraw your application to work flexibly.

Dear

I wish to withdraw my application to work flexibly which I submitted to you on

Signed

Date

Name

NOW RETURN THIS FORM TO YOUR MANAGER

Note to the Manager

Once the member of staff has completed this form and returned it to you, the application is considered as withdrawn and you are not required to give it any further consideration.

You should complete the slip below and return it to the member of staff to confirm your receipt of the withdrawal notice.

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Manager's Confirmation of Withdrawal (to be completed and returned to Employee)

Dear

I confirm that I have received notice that you wish to withdraw your application for flexible working which you submitted on

Signed

Date

Position in Organisation