**FORM FWG: STATUTORY FLEXIBLE WORKING NOTICE OF WITHDRAWAL FORM**

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| **Note to the employee**  This form provides notification to your employer that you wish to withdraw your application to work flexibly. You are entitled to apply for flexible working twice in any 12 month period, and this counts as one of those applications. Send this form to your Head of Administration and Finance or equivalent; you are encouraged to copy your manager and departmental HR contact (where applicable) into the email, for information. |

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| Dear [insert name]  I wish to withdraw my application to work flexibly, which I submitted to you on [date]  I understand that this counts as one of the two flexible working applications that I am entitled to make in any 12 month period.  Signed: ……………………………………….. Date: ………………………….. |

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| **Note to the employer**  Withdrawing a flexible working request means that the request is no longer ‘live’. Employees are permitted to make a flexible working application twice in any 12 month period, but not while another request is ‘live’ (still being considered or appealed). |