

**(Your name)**

**(Your address)**

**(Your contact information)**

**(Date)**

**(Name of the Recipient)**

**(Address of the Recipient)**

**(Contact Information of the Recipient)**

**Sub: Letter to Accept Flexible Working**

**Dear (Name of the Recipient),**

It is a matter of great happiness to inform you that as you had requested for the change in the working hours and the flexible working condition that you had requested at the meeting conducted on [ mention date ] , have been approved by higher management authority.

For your information, it is [ mention name] leads the higher management authority. You will be happy to know that your working pattern and time table has been changed to [ mention details]. This change has been done as per your request and convenience.

I would like to let you know that the changing condition and time will be effective from [ mention date]. We also made some alterations in the terms and conditions in the company and documented all the necessary changes in policies and attached the information along with this letter.

You can check the information as per your convenience and you can contact our HR department for further clarification. You must also put your signature on every page related to the terms and conditions and also on the page where your new shift timing has been mentioned.

We are expecting that you will be following the terms and conditions of the company.

We do believe that you will definitely prove your ability once you start coming in the new shift timing. You will be reporting to [ mention the senior ] . It will be a completely new team for you. I would like to also inform you that [ mention the senior name] is very cooperative, talented and hardworking. Joining his team will definitely enhance your quality of work.

We are expecting that you will be signing the copy of the acceptance letter to reveal that you do readily accept the terms and conditions of the company. You are expected to confirm it before [ mention date].

We do hope that you will sincerely follow the rules.

**[Mention your name]**

**[Mention your designation]**

**[Your signature]**