Ashford Business Services Ltd

Flexible Working Request Form

Use this form to make a formal request to change your working pattern. Submit to your line manager / HR.

About you

Name	Sarah Mitchell
Department / team	Operations
Job title	Office Manager
Start date with company	9 November 2026
Date of request	9 November 2026

Your current working pattern

10:30 am

The change you are requesting

9 November 2026

Why this change would work

How would your duties still be covered? What is the impact on colleagues, customers and service levels?

Your explanation

Trial period (optional)

Would you accept a trial period? Yes. Suggested length: 3 months.

Manager use only

Decision	Approved / Approved with changes / Declined
Reasons	If declined, business reasons as agreed at the meeting.
Effective date	9 November 2026
Review date	9 November 2026

Ashford Business Services Ltd

Sign-off

Employee name	Employee signature	Date

Sign-off

Manager name	Manager signature	Date

Note: flexible working rights differ by country. Check the employment law that applies to you before relying on this form.