



The
University
Of
Sheffield.

Department
Of
XXX
XXX.

FLEX 2

Flexible Working Policy: Receipt of Application

CONFIRMATION OF RECEIPT (To be completed by the Head of Department and returned to the employee)

Dear

I confirm that I have received your request to change your work pattern on:

Date

I shall be arranging a meeting to discuss your application within 28 days following this date.

Signed

(Head of Department)