

Request for flexible working arrangements example letters

Who can use this resource?

Employees can use this resource as an example for writing their own request for flexible working arrangements under the Fair Work Act (FW Act).

To request your own flexible working arrangements, you can use our [request for flexible working arrangements template](https://www.fairwork.gov.au/templates), available at [fairwork.gov.au/templates](https://www.fairwork.gov.au/templates)

It is important to note that everyone's situation is different for requesting flexibility, and these letters should be used as an example for writing your own letter.

For further information on [flexible working arrangements](https://www.fairwork.gov.au/flexibility), visit [fairwork.gov.au/flexibility](https://www.fairwork.gov.au/flexibility)



IMPORTANT

Make sure you know the rules about requesting flexible working arrangements, including who has an entitlement under the National Employment Standards (NES) in the FW Act to make a request, what information needs to be included, and how the employer needs to respond.

Your award, agreement, employment contract or workplace policies may have rules about flexible working arrangements that are more beneficial but they cannot exclude or provide for less than the NES.

Visit [flexible working arrangements](https://www.fairwork.gov.au/flexibility), visit [fairwork.gov.au/flexibility](https://www.fairwork.gov.au/flexibility)

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

EXAMPLE LETTER 1

01 June 2023

Private and confidential

Jane Doe

0422 222 222

Accounts and Administrative Assistant

Dear Felix

Request for flexible work arrangements

In accordance with section 65(1) of the Fair Work Act (FW Act) I would like to request flexible working arrangements that are different to my current working arrangements.

I would like to change my current working arrangements by varying my starting and finishing times by one hour. The change would see me starting work at 8.30 am and finishing at 4.30 pm, instead of commencing at 9.30 am and finishing 5.30 pm as per my current roster.

This change will assist me to care for my daughter because I will be able to pick her up from childcare before the facility's standard closing time at 5 pm.

I am eligible to make this request because I am the parent of a child who is under school age or younger (my 4-year-old daughter).

I can confirm that I am a part-time employee who has worked continuously as an employee of this business for the last 12 months. I am currently rostered to work Tuesday to Friday each week.

I would like this working arrangement to start from Monday, 26 June 2023. I would like this arrangement to continue on an ongoing basis, but if anything changes with childcare, I will let you know and we can re-evaluate my arrangement.

Under the proposed arrangements, I will commit to completing my book-keeping duties early in the morning before clients begin to come in and I will have greater availability to assist clients throughout the day. This will not only alleviate pressure on my colleagues, but will also ensure that our clients are serviced in a timely manner.

I would appreciate your response to this request, in accordance with the FW Act, in writing within 21 days of the date of this request. You can find more information about the steps you need to take to respond to my request on the Fair Work Ombudsman's [flexible working arrangements page](#) at fairwork.gov.au/flexibility

I am happy to discuss this request at a time that is convenient and I am also willing to work with you to make sure that this arrangement works effectively for both the business and me.

Please contact me on 0422 222 222.

Yours sincerely,

Jane Doe

Jane Doe

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EXAMPLE LETTER 2

01 June 2023

Private and confidential

John Smith
0411 111 111
Sales Assistant

Dear Ms Johnston

Request for flexible work arrangements

In accordance with section 65(1) of the Fair Work Act (FW Act), I would like to request flexible working arrangements.

I am eligible to make this request because I am the parent of a school-aged child (6-year-old son).

I can confirm that I am a full-time employee who has worked continuously as an employee of this business for the last 12 months. I currently work Monday – Friday from 8.30 am to 5 pm each week.

I would like to request to change to part-time employment and change my daily hours. Specifically, I would like to work 34 hours a week, with longer hours 4 days a week and one day off a week. Instead of working 8.30 am to 5 pm Monday to Friday, I would like to work 8.30 am to 6 pm Monday to Thursday with Friday off each week. These changes will assist me to care for my child because my wife works part-time and with 1 day off a week, I will be able to complete the school drop off and pick up on that day and help out with caring responsibilities.

I would like this working arrangement to start from 21 June 2023 on an ongoing basis. I am happy discuss implementing on an initial trial period with a set review date.

Under the proposed arrangements, I will do the regular morning clean of the shop the night before and carry out stock replacement and labelling when there are fewer customers around. Alternatively, I could cover the late evening shift on Thursdays (10 am to 7:30 pm) which I know is often hard to get staff, and work 8:30 am to 6 pm on Monday to Wednesday with Friday off each week.

I would appreciate your response to this request, in accordance with the FW Act, in writing within 21 days of the date of this request. You can find more information about the steps you need to take to respond to my request on the Fair Work Ombudsman's [flexible working arrangements page](https://www.fairwork.gov.au/flexibility) at [fairwork.gov.au/flexibility](https://www.fairwork.gov.au/flexibility)

I am happy to discuss this request at a time that is convenient. I am happy to discuss this request at a time that is convenient and I am also willing to work with you to make sure that this arrangement works effectively for both the business and me.

Please contact me on the details at the top of this letter.

Yours sincerely,

John Smith

John Smith

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