

Asha Singh

Date: 14 July 2026
Our Reference: FWRS/05FF1747
Document Type: Letter

Dear Asha Singh,

This letter summarises the recent review of your flexible working request trial period as Operations Manager.

Our objective is to update you on the current assessment and outline the agreed next steps.

Following your request to adjust your working arrangements, a six-week trial was undertaken to assess the impact of the proposed flexible working pattern.

Throughout this period, several factors were monitored including the coverage matrix, site logs, supervisor feedback, and team communication.

The recent review on 30 April 2026 has identified a mixed set of outcomes.

The coverage matrix was assessed and site logs checked to understand operational implications.

Supervisor feedback has been varied, with two missed morning briefings noted, and some supplier response times were slightly slower on days when you worked remotely.

However, overall performance remained generally manageable.

At this stage, more information is required to fully determine the suitability of a permanent flexible working arrangement, and no final decision has been made.

Further evaluation and discussion will be necessary before concluding the arrangement.

We intend to perform a further review on 30 May 2026 to continue assessing the flexible working arrangement.

Ahead of this date, we recommend reviewing the documented feedback, operational metrics and considering any additional evidence or observations.

Should you have any comments or further information to contribute before the next review, please share them with your line manager or HR representative.



LETTER DETAILS

Employee
Asha Singh

Role
Operations Manager

Case type
Flexible Working Request

Reference
HRA-05FF1747



KEY DATES

Completed
14 July 2026

First review
30 April 2026

Our aim remains to reach a mutually agreeable working pattern that supports both your needs and the operational requirements of the team.

Please note that a dedicated owner will be assigned to oversee this ongoing process and ensure timely follow-up.

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer