**Subject: Decision following hybrid working arrangements discussion**

Dear [],

Following our discussion on [date] about moving to hybrid working arrangements OR an adjustment to your current hybrid working arrangements, I am writing to let you know my decision.

Having given the matter thorough consideration and discussed any alternative options with you where appropriate, I regret to inform you that I am unable to approve hybrid working arrangements for you at this present time.  *[Set out why hybrid working is not possible at present; for example, the nature of the tasks in the individual’s duties or the lack of a suitable remote working environment.]*

This decision has been made on the current circumstances. Should they change and you still wish to consider hybrid working, please do not hesitate to contact me.