



STRICTLY PRIVATE & CONFIDENTIAL

Samuel Moulem

DELIVERED VIA EMAIL TO: sam.moulem@heywood.co.uk

17 April 2024

Dear Sam,

Flexible working request | temporary change to hours of work

I am writing to you following your recent flexible working request and subsequent discussion with your people manager, Matt O'Toole, Principal Developer, and Charlotte Woodward, People Coordinator. This letter is to confirm that we have agreed to your request for a temporary change in your hours of work.

The temporary working period will begin on Thursday 18 April 2024 (the 'Effective Date') through to Friday 24 May 2024, as requested on your application, and will be as follows:

Working days	Hours of work	Total no. of hours per day
Monday to Wednesday	08:00 - 1700	8 hours
Thursday	13:00 – 17:30	5.5 hours
Friday	08:00 – 17:00	8 hours
		Total: 37.5 hours



Should you wish to continue this working pattern beyond the 24 May 2024, either temporarily or permanently, you will need to submit a new [flexible working request](#).

All other terms and conditions of employment remain unchanged.

Please e-sign a copy of this letter to signify your acceptance of this change and agreement to the terms detailed within. Upon signing you will be automatically sent a fully signed copy for your records.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sarah Pugh', with a stylized, cursive script.

Sarah Pugh
Head of People

I, Samuel Moulem, confirm my acceptance and understanding of the above changes to my working hours on a trial basis:

Signed by: Sam Moulem
Sam Moulem (Apr 19, 2024 10:33 GMT+1) **Date:** 19/04/24