

MEMORANDUM

From: [1st level supervisor] **To:** [Staff member] **Date:** [15 days notice]

Our ref: **Attention:**

Your ref: **Through:**

Originator: **Subject:** CANCELLATION/SUSPENSION OF FLEXIBLE
WORKING ARRANGEMENT (FWA)
AGREEMENT

In accordance with WHO eManual III.6.28 Flexible Working Arrangements, paragraph 200, this memorandum serves as official notice of cancellation/suspension of FWA for [staff member] in the position of [position title], in [Division/Unit].

- 1) Request initiated by [supervisor] or [staff member]
- 2) Type of FWA: [...]
- 3) The FWA commenced on [...] with the planned end date of [...].
- 4) The reason for this decision is: [...]

Signed:

1st level supervisor

Staff member