

Covering letter.

Dear [Name of employee to be appointed]

The Working Time Regulations 1998 prescribe a 48-hour average working week.

You have a right to choose whether you wish to sign this letter to declare that you wish to opt out of the 48 hour average working week restriction.

Below there is a return form which you may sign and return to us [with your next time sheet] declaring your wish to work outside the Working Time Regulations 1998 concerning the 48-hour limit.

This request is not made as part of our contractual terms and conditions of business, it is made simply to assist you to work longer hours, whilst still adhering to the principles of the Working Time Regulations 1998.

You may terminate this agreement to opt out of the 48 hour limit by giving _____ notice.

Yours sincerely

By signature and date of this notification, I declare that I opt out of the 48-hour limit on average weekly working hours.

Name: _____

Address: _____

_____ Postcode: _____

Signed: _____

Dated: _____