

[Print on or in front of the back of the envelope/Address]

Private and Confidential

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Working Time Regulations 1998

Dear <<Name of Employee>>,

Under the Working Time Regulations 1998, you are required, as your employer, to ensure that you do not work more than 48 hours per week unless you have signed an opt-out agreement.

The limit on your weekly working hours is 48 hours. If you have not signed an opt-out agreement, you must not work more than 48 hours per week. If you are the HR Manager>>] if you carry out the duties of the HR Manager, your written notification should include details of the number of hours you are working for that employer.

Please speak to me if you have any queries.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>