

[On employer's headed paper]
[WORKER'S NAME AND ADDRESS]

[DATE]

Dear [NAME OF WORKER]

Agreement to opt out of maximum weekly working time limit

Under regulation 4(1) of the Working Time Regulations 1998 a worker's average working time, including overtime, must not exceed 48 hours a week, unless the worker has previously agreed otherwise in writing.

Please sign below to confirm your agreement that this limit on your working hours will not apply, and that your average working time may therefore exceed 48 hours a week.

Either of us may terminate this agreement by giving three months' written notice at any time. Unless it is terminated in this way, this agreement shall remain in force until your employment with us ends.

It is entirely your choice whether to sign this agreement and we will not subject you to any detriment if you do not sign it, or if you exercise your right to terminate it.

Yours sincerely

[EMPLOYER]

.....

I agree that the statutory maximum average working time of 48 hours a week shall not apply to my employment with [NAME OF EMPLOYER] and that my average working time may therefore exceed 48 hours a week.

Signed

by [WORKER'S NAME]

Date