*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Maximum 48 hour working week opt-out**

As your employer, we have certain obligations under the Working Time Regulations 1998 to ensure that our employees are not working excessive periods which are resulting in them breaching the maximum working hours per week. The Regulations provide that the average working week, including overtime, shall not exceed 48 hours.

Therefore, we would require you to give us details of any work you are undertaking, or are considering, for any company other than ourselves including specific working hours per week. This will allow us to ensure there is no breach of the working time legislation.

You can choose to opt out of the 48-hour limit by providing us with written notice agreeing that the limit will not apply to your employment with *[insert Company name]*. I have enclosed the opt-out agreement form for your consideration. If you choose to opt out of the limit, your average working week including overtime can exceed 48 hours for the duration of your employment with us.

Should your circumstances change, or you reconsider, you are entitled to withdraw your agreement to opt-out. To do so, you will have to provide your line manager with three months’ written notice of your decision to withdraw your agreement. Alternatively, depending on business needs, the Company may provide you with three months’ notice to terminate the agreement.

There is no requirement for you to agree to opt-out of the maximum working week and you will not be placed at a detriment, or considered for dismissal, if you decide not to agree or to subsequently withdraw your agreement.

Please contact me on *[insert details]* if you have any further questions about this matter.

Yours sincerely,

*[Insert name]*

*[Insert job title]*