

[Print on Envelope or insert Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Statutory rights in respect of

– receipt of opt-out notice

I am writing to acknowledge receipt of your notice, which was given on <<insert date>>.

opting out of Sunday working, <<insert date of notice to the employer>>.

As you have submitted your notice, you will not be required to work any Sunday after the expiry of your notice. You should be aware that your contract requires you to work all the Sundays.

You still have the right not to work on any Sunday from when you gave the notice. For a three-month period, you can still be required to work under your contract.

After the end of the three-month period, you will not be able to complain to an employment tribunal if you are required to work on any Sunday on account of your refusal to work on Sundays.

You still have the right to complain to an employment tribunal if you are subjected to any other detriment on any Sunday when the shop is open.

Now that you have opted out of Sunday working, you can decide that you wish to work on any Sunday. Your decision must be signed and dated by you, signed by us, and then agree with us to work on any Sunday.

If you change your mind and decide to work on any Sunday, you must give a further notice, which must be signed and dated by you, signed by us, and then agree to object to Sunday working, on any regular Sundays.

Please speak to me if you have any queries.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>