**48-Hour Opt Out Letter (on headed paper) – not suitable for Apprentices or young people under the age of 18 years**

Dear Colleague

**Working Time Regulations 1998 – 48-Hour Opt Out Letter**

Under the Working Time Regulations 1998 a worker’s average weekly working time (including overtime) calculated over a rolling 17 week period must not exceed 48 hours.

The Regulations provide that this limit will not apply where a worker has agreed with his Employer, in writing, that it should not apply in his case.

I am therefore asking you to agree to opt out to enable you to decide on your own hours of work.

You may withdraw your agreement by giving the Company three months advance notice in writing. Please confirm your agreement by signing where indicated on the section below.

Yours sincerely

For and on behalf of <<Company Name>> Limited

**Name**

**Title**

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I agree that the limit specified in Regulation 4 (1) of the Working Time Regulations 1998 shall not apply in my case.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_