

## CHANGE OF WORKING HOURS LETTER TO EMPLOYEE

Employer: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Employee Address: \_\_\_\_\_

**LETTER CONTENT:**

Dear Employee,

We are writing to inform you of a change in your working hours. This change is necessary due to operational requirements and is proposed.

The current working hours are as follows:

- Days of Work:
- Start Time:
- Finish Time:

The proposed new working hours will be:

- Days of Work:
- Start Time:
- Finish Time:

This change will take effect from \_\_\_\_\_ and will continue until further notice or as otherwise agreed.

You are entitled to a reasonable period to consider this change and to discuss any concerns you may have. If you have any questions or concerns, please contact the Employer.

Please note that this change does not affect your other terms and conditions of employment unless explicitly stated.

If you accept these changes, please sign and return the enclosed copy of this letter.

Yours sincerely,

For and on behalf of the Employer

**Acknowledgement and Acceptance by Employee:**

**Employee's Signature:**

**Date:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Print Name:**

**Position:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This letter and any related documents constitute a legally binding agreement under UK employment law. The Employer confirms that the proposed changes comply with applicable legislation including but not limited to the Employment Rights Act 1996, the Working Time Regulations 1998, and the ACAS Code of Practice on handling changes to terms and conditions of employment. The Employee is advised to seek independent legal advice if there are any questions or concerns about this letter or the changes proposed.

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