

Dear *[insert employee name]*

This year I would like you to work on Easter Sunday *[Insert date]*.

Under the Shop Trading Hours Act 1990, you have **the right to refuse to work on Easter Sunday**. If you do choose not to work, this will not have a negative impact on you in your employment with us.

If you want to choose not to work on this Easter Sunday, you must notify us of this in writing **within 14** days of the date you receive this notice from us.

You can notify us by:

- delivering your notice in person to *[insert name]*
- emailing to *[insert name and email address]*
- *[insert manner of notice stated in the employee's employment agreement if there is one]*.

If you don't notify us that you are choosing not to work by the date you received this notice, then you will be required to work this Easter Sunday.

Yours faithfully
[Insert organisation/name]

On *[insert date you received the notice]* I received your notice of my right to refuse to work this Easter Sunday *[insert date of Easter Sunday]* under the Shop Trading Hours Act 1990.

I am choosing not to work on Easter Sunday.

Date:
Name: