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]

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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: