

Date: _____

To: _____

Re: Request to be placed in a band of weekly working hours

Dear Store Manager,

I am writing to request that I be placed in a band of weekly working hours as per Section 16 of the Employment (Miscellaneous Provisions) Act, 2018.

I look forward to the prompt processing of my request as per the Act.

Regards,

Signed: _____

Name (print): _____

Address: _____