

Name and Address
Of manager.

Date

Dear (Local Manager)

Contract of Employment

I understand that my contract of employment makes reference to national collective agreements that may relate to my terms and conditions of employment and that these may be seen on request.

As you are attempting to unilaterally change the terms of the national agreements and my hours of attendance on a daily basis I would like to ask you to provide me with a copy of these national agreements or failing that to be able to inspect them myself. Please can you inform me how, where and when this can be done?

Your assistance would be greatly appreciated.

Yours sincerely

(Name)