

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ \\* MERGEFORMAT }

{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 } { MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }

**Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }**

Thank you for instructing this firm to handle your above matter. I will do my best to ensure everything proceeds as quickly as possible.

***Responsibility for the work***

[ ]

I will ensure that I explain the issues raised in your matter and keep you informed of the progress. I will advise you whether the likely outcome of the case will justify the likely charges and expenses and the risks involved, from time to time where necessary.

**Work to be carried out for you**

I will advise and assist you with your employment matter against { MERGEFIELD FW\_EMPLOYER\_FW\_EMPR\_CO\_NM } with a view to negotiate settlement by sending an open letter along with a without prejudice letter and discussing any responses with you.

**Legal Expenses**

[ ]

***Fees***

My fees are calculated by reference to the time spent by me and other solicitors dealing with this matter. All time spent on your file is recorded at a rate per hour. This includes advising, attending on you and others, dealing with papers, correspondence, telephone calls, travelling and waiting time.

[ ]

### **Tribunal Fees**

Please note that as of 29<sup>th</sup> July 2013 you are likely to have to pay fees in the Employment Tribunal. You will be provided with details where necessary.

### ***Estimate***

At the current stage we are unable to provide you with an estimate. As explained during our appointment this will depend on how your employer reacts to this.

### **Money Laundering**

[ ]

From 15<sup>th</sup> December 2007, solicitors have been obliged by HM Treasury to carry out a complex and risk-assessed search against every new client for transactions to protect against fraudulent activity and money laundering.

### **Orders for costs**

At the conclusion of this matter, and in the event that you are successful, it may be that you will be entitled to the payment of your costs by some other party. However, it is rare for the system of "taxation of costs" as it is known, to result in the other party having to pay the full costs you have incurred. Further it is rare for employment tribunals to make orders for costs save in exceptional circumstances. You should be aware that you are primarily responsible for the payment of our fees.

### **Professional Indemnity**

We can confirm that our practice currently has professional indemnity insurance in place.

### **Telephones**

Please note that all of our calls are recorded for training and quality purposes.

### **Terms of Business**

[ ]

If there is anything that is not clear, please let me know as soon as possible.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

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