

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 FW\_EMPCONT\_2\_FW\_EMPCONT3\_TTL } { MERGEFIELD  
FW\_EMPCONT\_2\_FW\_EMPCONT3\_IN } { MERGEFIELD  
FW\_EMPCONT\_2\_FW\_EMPCONT3\_SN }  
{ MERGEFIELD FW\_EMPCONT\_2\_FW\_EMPCONT3\_ADD }

Dear { MERGEFIELD FW\_EMPCONT\_2\_FW\_EMPCONT3\_TTL } { MERGEFIELD  
FW\_EMPCONT\_2\_FW\_EMPCONT3\_SN }

**Re: { MERGEFIELD MATTER MATTER DESCRIPTION }**

We have been instructed by our client { MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD  
LINKNAME\_FORENAME\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }. We have set out  
our client's position in his/her disciplinary/open letter.

*Brief details of the strength of your case.*

It is clear, from the manner in which our client has been treated that our client continuing  
employment with the Company is untenable for both parties.

We have advised our client that if he/she was to pursue a claim in the Employment Tribunal,  
he/she would be successful. No doubt you are aware that the limits for unfair dismissal award  
are £88,519.00 and the awards for discrimination are unlimited.

If the situation is not resolved amicably, our client will be left with no option but to file such  
claims in the Employment Tribunal.

Our client has advised us that he/she would be prepared to sign a Settlement Agreement  
provided he/she receives the following:

1. His contractual notice; { MERGEFIELD  
FW\_EMP\_TRMS\_DTS\_FW\_NOTICE\_CNTR }
2. (?) months' gross pay; £

3. accrued but untaken holiday pay; { MERGEFIELD FW\_EMP\_CLM\_DET\_FW\_HOL\_PAY\_AMT \# £#,##.00}
4. Injury to feeling of { MERGEFIELD FW\_EMP\_CLM\_DET\_FW\_INJ\_FLGS\_AMT \# £#,##.00}

Further, our client would want an agreed reference and a contribution to his/her legal fees of £{ MERGEFIELD FW\_EMP\_SETT\_AG\_FW\_CONTRIB\_AMT }. This would of course increase if matters are not resolved quickly.

Our client has made an offer very early in order to try and resolve matters amicably and in the interest of all parties concerned. Our client is disappointed with the way he/she has been treated but would like a resolution.

We look forward to hearing from you.

Yours sincerely

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