PRACCTICE
SOLICITORS

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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_1_FW_EMPCONT1_TTL } { MERGEFIELD FW_EMPCONT_1_FW_EMP_CONT1_IN } { MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_SN }

Dear **{ MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_TTL } { MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_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 }