

[Print on one side or insert Address]

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

Following the Formal [Dismissal/Redundancy] of you of <<Date>> your employment with the Company terminates today.

[You will receive payment of statutory entitlement.]

[In addition, you are entitled to pay for untaken holiday.]

[These amounts are included in your final pay, full details of which are provided in the Schedule enclosed herewith.]

[You are requested to return all Company property to <<Name & Title>> on or before <<Date>>].

Please do not hesitate to contact us if you have any questions. [The Company will of course be able to provide references for your new employment.]

We wish you success in seeking new employment. Thank you for your contribution to the Company.

Yours sincerely

<<Name & Title>>  
For and on behalf of <<Company>>

**\* NOTE Please be aware that a settlement agreement in the Equality Act 2010 has an implication for the party who is not signant on a settlement agreement. As the drafting concerned is in the context of a potential discrimination claim, the Equality Act 2010 appears to provide that a lawyer/legal adviser advising a settlement agreement is not an 'independent legal adviser' for the purposes of the Equality Act. This is also the case if the lawyer/legal adviser has acted in the course of the issue. This interpretation would mean that the lawyer/legal adviser has acted in the course of the issue. This settlement agreement and would be potentially unenforceable. The Law Society has referred the matter to the Secretary and the Government Equalities Office for their review while we wait for appropriate Government clarification on this matter. It is not possible to use ACAS to advise on settlement agreements which do not comply with the requirements of the Equality Act 2010.**

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