

[Print on Em

sert Address]

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

<<Date>>

Dear << >>

Re: Settlement without Prejudice

I am writing in respect of the <<insert date>> of your employment on <<insert date>> and enclose a copy of the agreement relating to this termination.

As discussed, you must take into account the following in relation to signing the settlement agreement from:

- a qualified lawyer;
- an officer, official, employee or member of an independent trade union who has been certified in writing by the relevant authority as competent to give advice and as authorised to do so on behalf of the union or
- an advice centre employee or member of an advice centre as competent to give advice and authorised to do so on behalf of the centre.

The person who gives you legal advice must read and sign the relevant section of the settlement agreement.

Please sign and return the settlement agreement. On receipt, I shall arrange for the settlement payment to be made to you in accordance with what is set down in the agreement and shall send you a copy of the agreement by the Company.

Yours sincerely

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

Encl.

S

A

M

P

L

F