Osprey Approach: Employment - Employer

This help guide was last updated on
Jan 10th, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=15798

EMPLOYER - NEW FILE SETUP

Title2

Forename2

Surname2

Other Party 1 Title

Other Party 1 Forename

Other Party 1 Surname

Other Party 1 Address

Other Party 1 Telephone

Other Party 1 Email

Date ET1 received from Tribunal

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

EMPLOYER - TRIBUNAL DETAILS

Court

(None selected)

(None selected)

WolverhamptonCombinedCourt - Wolverhampton Combined Court Centre (Pipers Row Wolverhampton - Wolverhamp),

Court Contact

None selected

None selected

Court Case no.

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

EMPLOYER - PRELIMINARY HEARING

Date of Preliminary Hearing

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

EMPLOYER - SET UP FINAL HEARING

Date of Final Hearing

Select a date

Was a Deposit Order made?

Please Select

Please Select

Yes

No

Date Deposit Due

Select a date

Submit Cancel

EMPLOYER - OUTCOME

Outcome Successful or Unsuccessful?

Successful

- Successful
- Unsuccessful
- Please select

Is there a Remedy/Costs Hearing?

Please Select

- Please Select
- Yes
- No

Date of Remedy/Costs Hearing

Select a date

Submit Cancel

Employer - blank client letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - blank letter template

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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 }

Address

Dear

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - blank other party letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_EMP_PARTIES_OP1_TITLE } { MERGEFIELD FW_EMP_PARTIES_OP1_SURNAME }
{ MERGEFIELD FW_EMP_PARTIES_OP1_ADDRESS }

Dear { MERGEFIELD FW_EMP_PARTIES_OP1_TITLE } { MERGEFIELD FW_EMP_PARTIES_OP1_SURNAME }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - blank solicitor letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_EMP_PARTIES_FW_OS_SOL_REF }

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

{ MERGEFIELD FW_EMP_PARTIES_FW_OS_SOL_name }
{ MERGEFIELD FW_EMP_PARTIES_FW_OS_SOL_dxno }

Dear Sirs

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - blank Tribunal letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_EMP_PARTIES_COURT1_name }
{ MERGEFIELD FW_EMP_PARTIES_COURT1_dxno }

Dear Sirs,

{ MERGEFIELD FW_EMP_PARTIES_OP1_FORENAME } { MERGEFIELD FW_EMP_PARTIES_OP1_SURNAME } v { MERGEFIELD LINKNAME_SURNAME_1 }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Client Care Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Employment Claim

Thank you for instructing me to act on your behalf in this matter. I am { MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }, { MERGEFIELD CALCULATION_STATUS_DESCRIPTION } in the Employment Department. I am supervised by { MERGEFIELD CALCULATION_EXECUTIVE_NAME } who will be aware of your matter.

Employer's Response – Form ET3

The Claimant has submitted their ET1 claim form to the Tribunal, and you are now obliged to return a form ET3 to the Tribunal, which sets out your replies to the allegations made. The ET3 must be sent to the Tribunal by DATE.

Following our discussion, I understand the issues in respect of your case are as follows:
Insert issues here

If there are other issues which I am not aware of, please contact me to discuss these further. It is extremely important to ensure all relevant information to your case is contained within your ET3 form.

Once the Tribunal has received the ET3 from your Employer, both forms will be passed to an Employment Judge for consideration. The Judge will then send both parties a Case Management Order which will detail the next steps to be taken. The Judge may list a Preliminary Hearing where both parties will attend the Tribunal (in person or by telephone) and the Judge will set out a timetable of actions after hearing from both parties' representatives. It is possible, however, that the Judge will decide a Preliminary Hearing is not necessary to put in place a timetable, and this will be included within the Case Management Order by the Judge himself.

Usually, the Case Management Order will contain the following directions:

- For each party to compile and share with the other a list and copies of documents which are relevant to the case.

- Obtain any experts reports (if necessary).
- For both parties to exchange written witness statements.
- For the Claimant to prepare a schedule of loss, detailing any financial compensation they are claiming, which will be served upon you.

If the Judge decides a Preliminary Hearing is not necessary, then a date for the Final Hearing will be confirmed in the Case Management Order. Please note that the Tribunal are very strict regarding hearing dates, so you should ensure you are available to attend. The Tribunal are unlikely to move a hearing date unless they believe there is a very good reason to do so.

Evidence

During the Final Hearing, you will be required to give evidence as a witness. It may be necessary for us to consider whether you will require any witnesses to support your defence, however I will discuss this with you in due course. If you believe you will require additional witnesses, I should be grateful if you would please let me know who these people are as I will need to get in contact with them as soon as possible (if they are willing to do so).

I should be grateful if you would please provide me with copies of the following documents:
List documents here.

I would strongly advise you not to discuss this case with anyone, other than those who have to be involved. The reason for this is to prevent feedback of information or my advice about this case to the Claimant, as this could be detrimental.

The Decision of the Tribunal

Usually, the Tribunal do not give their judgment at the Final Hearing, rather preparing it after the hearing and sending a written judgement to the parties. This can take weeks or months, depending on the workload of the Tribunal Judges.

Once the judgement has been received, the unsuccessful party has 14 days to apply to the Tribunal to reconsider its decision, and 42 days to appeal. It is only possible to appeal a decision 'on a point of law' – this means it is not possible to appeal based solely on the unsuccessful party disagreeing with the Tribunal's decision.

If the Tribunal has not included compensation in the Judgement, it is likely a further separate hearing will be listed to consider how much you should be awarded.

Settlement

It is possible to settle a case, even if an application has been made to the Tribunal. Often, cases do not go to Final Hearing because they have settled. There are many advantages to settling, such as reduced cost and stress, reduced bad publicity etc.

If a settlement is reached, it will usually include a compensation payment paid by you to the Claimant.

Settlement can be reached either by both parties' representatives negotiating on their client's behalf, or through Acas (even where pre-claim conciliation has not worked).

Costs

Even where a defence is successful, the Tribunal is highly unlikely to make a costs order against the unsuccessful party. Therefore if your defence was successful, the Claimant would not usually have to pay your legal costs.

I estimate my costs in this matter to be:
Insert costs estimate here

In my experience, I estimate this matter will conclude in:
Insert time estimate here

If you have any further queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - ET3 Accompanying

Statement

Case No: { MERGEFIELD FW_EMP_PARTIES_COURT1CASENO }

IN THE EMPLOYMENT TRIBUNAL AT { MERGEFIELD FW_EMP_PARTIES_COURT1_name }

BETWEEN:

{ MERGEFIELD FW_EMP_PARTIES_OP1_FORENAME } { MERGEFIELD FW_EMP_PARTIES_OP1_SURNAME }

Claimant

-and-

{ MERGEFIELD LINKNAME_SURNAME_1 }

Respondent

STATEMENT OF THE RESPONDENT

I, **{** MERGEFIELD LINKNAME_FORENAME_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}** on behalf of **{** MERGEFIELD LINKNAME_SURNAME_1 **}** of **{** MERGEFIELD CLIENT_HOUSE \f", " **}{** MERGEFIELD CLIENT_AREA \f", " **}{** MERGEFIELD CLIENT_POSTAL_TOWN \f", " **}{** MERGEFIELD CLIENT_COUNTY \f" " **}{** MERGEFIELD CLIENT_POSTCODE **}** will say as follows:

1. I make this statement in accordance with XXX

I believe that the facts stated in this witness statement are true.

Statement of Truth

Signed ……

Dated ……

Employer - ET3 Form

Employment Tribunal

Response form

Case number	{ FORMTEXT }

You must complete all questions marked with an '*'

1 Claimant's name

1.1 Claimant's name { FORMTEXT }

2 Respondent's details

2.1* Name of individual, company or organisation { FORMTEXT }

2.2 Name of contact { FORMTEXT }

2.3* Address

Number or name { FORMTEXT }

Street { FORMTEXT }

Town/City { FORMTEXT }

County { FORMTEXT }

Postcode { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }

DX number (If known) { FORMTEXT }

2.4 Phone number
Where we can contact you during the day { FORMTEXT }

Mobile number (If different) { FORMTEXT }

2.5 How would you prefer us to contact you? (Please tick only one box)
{ FORMCHECKBOX } Email
{ FORMCHECKBOX } Post
{ FORMCHECKBOX } Fax
Whatever your preference please note that some documents cannot be sent electronically

2.6 Email address { FORMTEXT }

Fax number { FORMTEXT }

2.7 How many people does this organisation employ in Great Britain? { FORMTEXT }

2.8 Does this organisation have more than { FORMCHECKBOX } Yes { FORMCHECKBOX } No

one site in Great Britain?

2.9 If Yes, how many people are employed at the place where the claimant worked? { FORMTEXT }

3 Acas Early Conciliation details

3.1 Do you agree with the details given by the claimant about early conciliation with Acas? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If No, please explain why, for example, has the claimant given the correct Acas early conciliation certificate number or do you disagree that the claimant is exempt from early conciliation, if so why?

{ FORMTEXT }

4 Employment details

4.1 Are the dates of employment given by the claimant correct? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please go to question 4.2

If No, please give the dates and say why you disagree with the dates given by the claimant

When their employment started { FORMTEXT }

When their employment ended or will end { FORMTEXT }

I disagree with the dates for the following reasons { FORMTEXT }

4.2 Is their employment continuing? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

4.3 Is the claimant's description of their job or job title correct? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please go to Section 5

If No, please give the details you believe to be correct { FORMTEXT }

5 Earnings and benefits

5.1 Are the claimant's hours of work correct? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If No, please enter the details you believe to be correct. { FORMTEXT } hours each week

5.2 Are the earnings details given by the claimant correct? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please go to question 5.3

If No, please give the details you believe to be correct below

Pay before tax (Incl. overtime, commission, bonuses etc.)	£{ FORMTEXT }	{ FORMCHECKBOX } Weekly { FORMCHECKBOX } Monthly
Normal take-home pay (Incl. overtime, commission, bonuses etc.)	£{ FORMTEXT }	{ FORMCHECKBOX } Weekly { FORMCHECKBOX } Monthly

5.3 Is the information given by the claimant correct about being paid for, or working a period of notice? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please go to question 5.4

If No, please give the details you believe to be correct below. If you gave them no notice or didn't pay them instead of letting them work their notice, please explain what happened and why.

{ FORMTEXT }

5.4 Are the details about pension and other benefits e.g. company car, medical insurance, etc. given by the claimant correct? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If Yes, please go to Section 6

If No, please give the details you believe to be correct.

{ FORMTEXT }

6 Response

6.1* Do you defend the claim? { FORMCHECKBOX } Yes { FORMCHECKBOX } No

If No, please go to Section 6

If Yes, please set out the facts which you rely on to defend the claim.
(See Guidance - If needed, please use the blank sheet at the end of this form.)

{ FORMTEXT }

7 Employer's Contract Claim

7.1 Only available in limited circumstances where the claimant has made a contract claim. (See Guidance)

7.2 If you wish to make an Employer's Contract Claim in response to the claimant's claim, please tick this box and complete question 7.3 **{** FORMCHECKBOX **}**

7.3 Please set out the background and details of your claim below, which should include all important dates (see Guidance for more information on what details should be included)

{ FORMTEXT **}**

8 Your representative

If someone has agreed to represent you, please fill in the following. We will in future only contact your representative and not you.

8.1	Name of representative	{ FORMTEXT }
8.2	Name of organisation	{ FORMTEXT }
8.3	Address	
	Number or name	{ FORMTEXT }
	Street	{ FORMTEXT }
	Town/City	{ FORMTEXT }
	County	{ FORMTEXT }
	Postcode	{ FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT } { FORMTEXT }
8.4	DX number (If known)	{ FORMTEXT }
8.5	Phone number	{ FORMTEXT }
8.6	Mobile phone	{ FORMTEXT }
8.7	Their reference for correspondence	{ FORMTEXT }
8.8	How would you prefer us to communicate with them? (Please tick only one box)	{ FORMCHECKBOX } Email { FORMCHECKBOX } Post { FORMCHECKBOX } Fax
8.9	Email address	{ FORMTEXT }
8.10	Fax number	{ FORMTEXT }

9 Disability

9.1	Do you have a disability?	{ FORMCHECKBOX } Yes { FORMCHECKBOX } No
	If Yes, it would help us if you could say what this disability is and tell us what assistance, if any, you will need as your claim progresses through the system, including for any hearings that maybe held at tribunal premises.	{ FORMTEXT }

Please re-read the form and check you have entered all the relevant information.
Once you are satisfied, please tick this box. { FORMCHECKBOX }

Employment Tribunals check list and cover sheet

Please check the following:

1. Read the form to make sure the information given is correct and truthful, and that you have not left out any information which you feel may be relevant to you or your client.
2. Do not attach a covering letter to your form. If you have any further relevant information please enter it in the 'Additional Information' space provided in the form.
3. Send the completed form to the relevant office address.
4. Keep a copy of your form posted to us.

Once your response has been received, you should receive confirmation from the office dealing with your claim within five working days. If you have not heard from them within five days, please contact that office directly. If the deadline for submitting the response is closer than five days you should check that it has been received before the time limit expires.

You have opted to print and post your form. We would like to remind you that forms submitted on-line are processed much faster than ones posted to us. If you want to submit on-line please go back to the form and click the submit button, otherwise follow the check list before you post the completed form to the relevant office address.

A list of our office's contact details can be found at the hearing centre page of our website at – www.gov.uk/guidance/employment-tribunal-offices-and-venues; if you are still unsure about which office to contact please call our Customer Contact Centre - see details below

General Data Protection Regulations

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter.

To receive a paper copy of this privacy notice, please call our Customer Contact Centre - see details below

Please note: a copy of the claim form or response and other tribunal related correspondence may be copied to the other party and Acas for the purpose of tribunal proceedings or to reach settlement of the claim.

Customer Contact Centre

England and Wales: 0300 123 1024
Welsh speakers only: 0300 303 5176
Scotland: 0300 790 6234
Textphone: 18001 0300 123 1024 (England and Wales)
Textphone: 18001 0300 790 6234 (Scotland)

(Mon - Fri, 9am -5pm), they can also provide general procedural information about the Employment Tribunals.

Continuation Sheet

{ FORMTEXT **}**

Crown Copyright material is reproduced with the permission
of the Controller of HMSO and the Queen's Printer of Scotland

Employer - ET3 Form to client for

approval

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Please find enclosed a draft copy of your ET3 form, and accompanying statement. I should be grateful if you would please read them carefully and if approved, sign and date them where indicated.

If you wish to make amendments, please contact me so we can go through them.

Your ET3 form needs to be sent to the Tribunal by DATE, so I should be grateful if you would return the form and statement, or contact me, within three days.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Final Hearing outcome

and next steps

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Following the Final Hearing on DATE, I wish to confirm the outcome to you.
Insert advice here.

I now await the Judgment from the Tribunal. Depending on their caseload, this could take several weeks or months. I shall of course keep you updated, and will let you know immediately I received the Judgement.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Letter Confirming ET3

Sent to Tribunal

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am pleased to confirm that I have today submitted your ET3 form to the Tribunal. I shall of course let you know when I have received confirmation from them that they have received it.

Once processed, the Tribunal will forward a copy of the ET3 form to the Claimant. The matter will then be passed to a Tribunal Judge who will prepare a Case Management Order, either listing a Preliminary Hearing, or detailing the timetable straight to Final Hearing. I shall of course be in contact with you as soon as I hear from the Tribunal.

I shall be in contact with you again once I have received a copy of the Order from the Tribunal.

In the meantime, if you do have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Letter to Tribunal enc.

ET3 Reply

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_EMP_PARTIES_COURT1_name }
{ MERGEFIELD FW_EMP_PARTIES_COURT1_dxno }

Dear Sirs,

{ MERGEFIELD FW_EMP_PARTIES_OP1_FORENAME } { MERGEFIELD FW_EMP_PARTIES_OP1_SURNAME } v { MERGEFIELD LINKNAME_SURNAME_1 }

We act on behalf of the above named Respondent. Please find enclosed our client's form ET3 and supporting statement annexed thereto.

We look forward to hearing from you in due course.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Notifying of Hearing

Date Next Steps

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I have now received the Case Management Order from the Tribunal, a copy of which is enclosed. I should be grateful if you would please read the Order carefully.

You will note that the next steps are:
Insert advice here.{ IF { MERGEFIELD FW_EMP_DATES_FW_EMP_PREHEAR }<> "" "

The Preliminary Hearing has been listed on { MERGEFIELD FW_EMP_DATES_FW_EMP_PREHEAR \@ "d MMMM yyyy" }.

" "" }
If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Outcome and Notify

Final Hearing Date

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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 }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Outcome Letter and

Notify FH Date

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Following the preliminary hearing, I write to confirm the outcome.
Insert advice re. hearing here.

I can confirm that the Final Hearing is due to take place on { MERGEFIELD FW_EMP_DATES_FW_EMP_FH \@ "d MMMM yyyy" }.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Remedy Cost Hearing

outcome letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Further to the hearing which took place on { MERGEFIELD FW_EMP_DATES_FW_EMP_COSTDATE \@ "d MMMM yyyy" }, I can confirm the outcome as follows:
Insert advice here.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Successful Outcome

Judgement Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am pleased to confirm that I have today received the Tribunal's written Judgement, and you have been successful in your defense.

Set out important parts of the judgment here.

Despite this good news, I must also advise you of the options available to the Claimant in this situation. The Claimant may accept the Tribunal's judgement, however they may also challenge the Tribunal's decision by either requesting that the decision is reconsidered or by appealing to the Employment Tribunal Appeal (EAT). Please note, however that the Claimant can only apply to the EAT if the Tribunal have made an error in law.

Having considered the decision of the Tribunal, I believe that the Claimant {*will OR will not}{apply to the Tribunal for reconsideration OR appeal to the EAT}. Insert further advice here.*

The Claimant has 14 days within which to submit an appeal or request reconsideration of the Judgment by the Tribunal.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Employer - Unsuccessful Outcome

Judgement Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I can confirm that I have now received the Tribunal's written Judgment, and unfortunately your defence has not been successful.

Set out important parts of the judgment here.

In these circumstances, you may accept the Tribunal's Judgment, however it is sometimes possible to ask the Tribunal to reconsider their decision, or to appeal to the Employment Appeal Tribunal (EAT). You must be aware, however, that it is only possible to appeal to the EAT if there has been an error by the tribunal in applying the law. This means that it is not possible to appeal the decision based solely on it not being a satisfactory outcome.

There is a period of 14 days in order to submit an appeal/request the Tribunal reconsider their decision.

Based on the Judgement and the facts in this case, I would suggest that you have the following prospects of success if you were to appeal.
Insert advice here.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }