*[Print on Employer’s Letterhead or insert Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

**Re: Settlement Agreement – Without Prejudice**

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

As discussed, you must take independent legal advice 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 trade union as competent to give advice and as authorised to do so on behalf of the trade union; or
* an advice centre employee or volunteer who has been certified in writing by the centre as competent to give advice and as authorised to do so on behalf of the centre.

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

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

# Yours sincerely

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

Encl.