**<<cs\_t****\_Scot\_64>>**

***<<##*** 64 withdrawal of part of claim and decision on dismissal ***##>>***



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir/Madam

**WITHDRAWAL OF CLAIM / PART OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

The claimant has informed the tribunal that he/she is withdrawing his/her claim/ the complaint(s) of (**insert details)** against the respondent(s), namely <<Respondent>>.

**(Delete as directed from referral)**

[You will be notified in due course if the claim is dismissed]

OR

[The claim/complaint of **(insert details)** has therefore been dismissed under Rule 52 and a copy of the judgment is enclosed].

OR

[The claim/complaint of **(insert details)** has not been dismissed because the claimant expressed a wish to reserve the right to bring a further claim raising the same complaint against the same respondent and Employment Judge **[Judge surname]** is satisfied that there would be a legitimate reason for doing so]

OR

[The claim/complaint of **(insert details)** has not been dismissed because Employment Judge **[Judge surname]** believes that to issue such a judgment would not be in the interests of justice because **(Insert reasons as directed by EJ)]**

**[include if claim is listed and whole of claim withdrawn]**

We have cancelled the hearing listed for **[insert date]**.

**[include if withdrawal of only part of claim]**

The claim, so far as it has not been withdrawn, is still listed for a hearing on **(insert date)** at the same time and these arrangements are unchanged

OR

We have now changed the original time estimate for the hearing. The time allocation for will now be ( )

**(include if no further proceedings)**

I have closed the file. It will be retained until **[insert date 1 year on]** when it will be destroyed.

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else\_t****\_Scot\_65>>**

***<<##*** 65 hearing cancelled pending settlement ***##>>***



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir/Madam

**CANCELLATION OF HEARING**

**Employment Tribunals Rules of Procedure 2013**

Your letter dated **[*insert letter date]*** has been referred to Employment Judge **[Judge surname]** who has directed that the hearing listed for **(*insert date)*** should be cancelled. You must notify us by **[*insert date*]** whether you wish to continue with these proceedings.

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else\_t****\_Scot\_66>>**

***<<##*** 66 hearing remains listed pending settlement ***##>>***



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir/Madam

**CASE REMAINS LISTED**

**Employment Tribunals Rules of Procedure 2013**

Your letter dated **[*insert date*]** has been referred to an Employment Judge.

Employment Judge **[Judge surname]** has instructed that the case remains listed for hearing until we receive notification that the settlement has been finalised.

Once we receive confirmation of the finalised settlement, the hearing will be cancelled.

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else\_t****\_Scot\_67>>**

***<<##*** 67 settlement intimated by parties ***##>>***



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir/Madam

**SETTLEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

We have received notice from both parties that they have reached an agreement to settle the claim. As a result, we have updated our records and closed our file.

**[include if case is listed]**

We have cancelled the hearing listed for **[enter hearing date]**.

The file will be retained until **[*insert date*]** when it will be destroyed.

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else\_t****\_Scot\_68>>**

***<<##*** 68 settlement intimated by Acas ***##>>***



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir/Madam

**SETTLEMENT OF CLAIM**

**Employment Tribunals Rules of Procedure 2013**

Acas have sent us notice that terms of settlement have been agreed between the parties. As a result, we have updated our records and closed the file.

**[include if case is listed]**

We have cancelled the hearing listed for **[insert hearing date]**.

The file will be retained until **[insert date 1 year on]** when it will be destroyed.

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else>>**

***<<##*** 69 judgment dismissing on withdrawal Rule 46 ***##>>***



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir/Madam

**JUDGMENT**

**Employment Tribunals Rules of Procedure 2013**

The claim/ complaint of **(insert details)**, having been withdrawn by the claimant, is dismissed under Rule 52 of the Rules contained in Schedule 1 of the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Judge [**Judge surname]**

DATE OfF JUDGMENT **[insert date],**

Entered in register and copied to the parties

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<es\_>>**