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A. THE PARTIES

1. Claimant:

Name: Sarah Parker

Age: 35

Job Title: Senior Software Developer

Workplace: Tech Innovations Ltd.

Employment Period: 5th January 2020 – 30th October 2024

Responsibilities:

Designing and developing software solutions

Leading the development team on key projects

Ensuring the quality and functionality of the software through testing and debugging

2. Respondent:

Name: Tech Innovations Ltd. – a technology startup

Business Activities: Software development, including custom web applications and IT consulting services

Key Decision Makers in Employment Matters:

- Mark Thompson, CEO (Claimant's direct supervisor)
 - Claire Richards, HR Manager
 - James Lee, Chief Technology Officer
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B. BACKGROUND

• The Claimant:

Employed by Tech Innovations Ltd. as a Senior Software Developer from 5th January 2020 until her dismissal on 30th October 2024, earning a salary of £95,000 per year, with standard working hours of 40 per week.

Played a pivotal role in the development of several successful software projects, contributing to the company's rapid expansion.

On 30th October 2024, Sarah was informed of her dismissal in an email, with no prior meeting or explanation.

• The Respondent:

Did not provide any notice or formal communication prior to the dismissal.

Ignored the claimant's request for a meeting to understand the reasons behind her termination, failing to address any concerns raised.

C. LEGAL CLAIMS

Unfair Dismissal: The claimant was dismissed without prior warning or adequate explanation, violating Section 94 of the Employment Rights Act 1996 (right to challenge unfair dismissal).

Failure to Follow Proper Disciplinary Procedures: The respondent failed to issue a written

explanation for the dismissal within the required 14-day timeframe, breaching Section 92 of the Employment Rights Act 1996 (right to receive a written statement of reasons for dismissal).

WRITING TEMPLATE:

The Parties

My name is (1) Sarah Parker - 35 years old. I was employed by (2) Tech Innovations Ltd. - a technology startup as (3) Senior Software Developer from (4) 5th January 2024 until 30th October 2024 . In this role, I was (5) responsible for (6, 7 & 8) designing and developing software solutions, leading the development team on key projects, ensuring the quality and functionality of the software through testing and debugging

The Respondent in this claim is (9) tech innovations Ltd a company that (10) develops software, including custom web applications and IT consulting services. The key decision-makers in this matter are (11, 12 & 13) Mark Thompson, my CEO as well as my direct supervisors, Claire Richards, HR Manager and James Lee, Chief Technology Officer.

Background

I, Jane Doe, worked for (14) Tech Innovations Ltd. from (15) 5th January 2024 until (16) 30th October 2024 My employment contract stipulated a salary of (17) 95.000 per annum, with (18) 40 standard working hours per week.

Despite my (19 & 20) pivotal role in the development of several successful software projects , I was (21) unfairly dismissed on (22) 30th October 2024 without being provided with any reason.

Before the dismissal, the respondent failed to (23) provide any notice or formal communication prior to the dismissal

After the dismissal, I requested a follow-up meeting (24) . . . to discuss reasons for my dismissal. , but received (25) ...no response from HR department

Legal Claims

I claim that I was (26)unfairly dismissal... under Section 94 of the Employment Rights Act 1996, as the Respondent (27 & 28)didn't provide me prior warning or adequate explanation

I also claim that the Respondent breached (29)section 92 of the employment rights Act 1996by failing to (30)issue a written explanation for the dismissal within the required 14-day timeframe...

