dtmlegal

Key Considerations When Facing Dismissal, Redundancy or an Employment Exit

What Has Happened So Far?

It can be helpful to prepare a short timeline of the key events leading up to your current position. This might include when concerns were first raised, any meetings you have attended, decisions made by your employer and whether you have already been dismissed, placed at risk of redundancy or offered an alternative way to leave the business.

You do not need to prepare a detailed statement, but having the main dates and events available can make the initial discussion more productive.

Gather Relevant Documents

Where possible, have copies of any documents connected with your employment and the issue you are facing. These may include:

- Your employment contract and any subsequent changes to your terms
- Dismissal, redundancy or consultation letters
- Invitations to disciplinary, capability or redundancy meetings
- Meeting notes or outcomes
- Relevant emails or correspondence with your employer
- Workplace policies, where available
- Pay information, including salary, bonuses and other benefits
- Any proposed settlement agreement or termination package

Do not worry if you do not have everything. We can help identify what additional information may be useful once we understand your circumstances.

Think About Timing and Any Deadlines
Let us know about any upcoming meetings, appeal deadlines, dates by which you have been asked to sign documents or other time-sensitive developments. If your employment has already ended, tell us the date your employment terminated. This can be important when considering whether any legal deadlines may apply.

Consider What Outcome You Want
Before speaking with us, think about what you would ideally like to achieve. Your priorities may influence the advice we give and the approach we recommend.
For example, you may want to:

- Remain in your employment
- Challenge a dismissal or redundancy decision
- Improve the financial terms of your departure
- Secure an agreed reference
- Negotiate a clean and timely exit
- Protect bonus, commission or other contractual entitlements
- Pursue compensation through an Employment Tribunal

Your preferred outcome may change once you understand your legal position, but having an initial view can help focus the conversation.

Consider the Financial Value of the Issue
Legal advice should be proportionate to what is at stake. It can therefore be useful to consider your salary, notice entitlement, redundancy entitlement, bonus or commission arrangements and any financial package already offered by your employer.
We can then discuss the potential value of the matter alongside the likely legal costs, helping you decide which approach is commercially sensible.

Be Open About Previous Discussions

Tell us about any discussions you have already had with your employer, including informal conversations, grievances, appeals, negotiations or offers that have been made.
It is particularly important that we understand whether you have agreed anything verbally or in writing, rejected an offer or indicated what outcome you would be willing to accept.

Prepare Any Questions You Want Answered

Your first conversation is an opportunity to understand both your legal position and your practical options. You may want to ask about the strength of your position, likely next steps, possible outcomes, timescales and anticipated legal fees.
Having your key questions in mind can help ensure that the initial discussion addresses the issues that matter most to you.

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