

WITHDRAW EMPLOYMENT TRIBUNAL CLAIM LETTER

To: _____

Employment Tribunal

Address: _____

Claimant: _____

Respondent: _____

Subject: Withdrawal of Employment Tribunal Claim

Dear Sir/Madam,

I am writing to formally withdraw my Employment Tribunal claim against the Respondent. Please accept this letter as confirmation that I no longer wish to proceed with the claim and that the claim should be removed from the Tribunal's list.

I understand that by withdrawing my claim, the Tribunal will take no further action on this matter and I waive any rights to bring the same claim before the Tribunal in the future.

Please confirm receipt of this letter and the withdrawal of my claim.

Yours faithfully,

Signature: _____

Print Name: _____

Address: _____

Telephone Number: _____

Email: _____

Important Notes:

1. Withdrawal of your claim means that you cannot pursue the same claim again in the Employment Tribunal.
2. If you have any settlement agreement or other arrangements with the Respondent, please ensure this is documented separately.

- 3. You may wish to seek independent legal advice before withdrawing your claim.
- 4. The Tribunal cannot provide legal advice or guidance on withdrawal consequences.
- 5. Please keep a copy of this letter for your records.

CLAIMANT SIGNATURE

WITNESS SIGNATURE

Signature: _____
Print Name: _____
Date: _____

Signature: _____
Print Name: _____
Date: _____

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