

EXAMPLE STATEMENT OF EXPECTATION

IN THE INDUSTRIAL TRIBUNAL

Case Number: xxx/xxx

BETWEEN:

JANE SMITH

Claimant

-and-

ABC SERVICES LIMITED

Respondent

Claimant's Statement of Expectations for Judicial Mediation

Without prejudice

1. I am 29 years old and I worked for ABC Services Ltd as an Office Administrator for 3 full years.
2. I was dismissed in January 2026, after my line manager wrongly accused me of theft.
3. My dismissal was unfair because my former employer failed to conduct a proper investigation, including taking witness statements or reviewing CCTV footage.
4. Furthermore, my dismissal was automatically unfair because my former employer did not give me an opportunity to appeal and did not follow the statutory dismissal procedure.

5. Despite numerous job applications, it was eight weeks before I was able to secure alternative employment.

6. I refer to my Schedule of Loss.

7. Without prejudice to the above, I would compromise my claim on the following basis:
 - a. Basic award - £1,312.50
 - b. Compensatory award - £3,200
 - c. A reference as attached at Appendix 1.

Signed

Date.....

Claimant

APPENDIX 1

[To be typed on Employer's headed notepaper]

PRIVATE AND CONFIDENTIAL

To Whom It May Concern:

Re: Reference for Jane Smith

We confirm that Jane Smith was employed by ABC Services Limited from 1 January 2023 until 2 January 2026 as an Office Administrator.

Ms. Smith's main responsibilities were to answer the telephone, monitor and respond to emails, file paper work, type letters from dictation and manage the senior manager's dairy.

Ms. Smith was a valuable member of staff. She had no disciplinary or performance record during her employment with us. Her attendance, sickness record and punctuality were good.

Yours faithfully

[insert]

On behalf of [insert]