

# **EXAMPLE: LIST OF DOCUMENTS**

# IN THE [LOCATION] EMPLOYMENT TRIBUNAL

### Between

### [NAME & TITLE]

and

COMPANY

#### **CLAIMANT'S LIST OF DOCUMENTS**

<u>No.</u>	Document	Date	Page No.
1.	Contract of Employment	DAY/MONTH/YEAR	1 - 15
2.	Employee Handbook		16 - 32
3.	Invite to Disciplinary Hearing		33 - 34
4.	Suspension Letter		35 - 37
5.	Minutes of Disciplinary Hearing		38 - 42
6.	Claimant Witness Statement [NAME OF WITNESS]		43 - 47
7.	Respondent Witness Statement [NAME OF WITNESS]		48 - 52
8.	Outcome of Disciplinary Hearing		53 - 54
9.	Disciplinary Appeal Email [NAME]		55 - 57
10.	Invite to Disciplinary Appeal Letter [NAME]		58 - 59
11.	Minutes of Disciplinary Appeal Hearing		60 - 66
12.	Outcome of Disciplinary Appeal		67 - 69
13.	Resignation Letter		70 - 71
14.	Job Applications and Rejections		72 - 80

CASE NO: [NUMBER]/[DATE]

Claimant

Respondent