13th of May, 2015

**To**

**Gwendolyn Pitts Hector**

**General Manager**

**Business Interiors International (Trinidad) Limited**

**Bldg# 7, Fernandez Compound**

**Eastern Main Road,**

**Trinidad**

Dear Madam

**RE: Maria Marcano Tamer, of 15 Hyderabad Street, St.James**

**PRE-ACTION PROTOCOL ISSUED IN ACCORDANCE WITH PRACTICE DIRECTION DATED THE 15TH DAY OF NOVEMBER, 2005 MADE BY THE CHIEF JUSTICE OF TRINIDAD AND TOBAGO.**

We act on behalf of the above named Claimant.

This pre Action protocol is issued in accordance with the practice Direction dated the 15th of November, 2005 made by the Judiciary of Trinidad and Tobago.

We are instructed by our client Miss.Maria Marcano Tamer as follows:

She has been employed by your company in January, 2014 as a Marketing and sales Consultant with a remuneration of $7,000.00 TTD.

She was informed albeit orally that there is a speculation that the company may be closed in February 2014.

She was informed that she would be paid a 1.25 % of the salary, vacation of 20 working days in lieu of the notice.

She has been terminated in February, 2014.

However, since you needed some staff to liquidize the stock and were promised to be paid for that month of march, she voluntarily accepted to work for the process of liquidation. She however, did the work which is entirely different from the regular work and she did some extra hours during that process. She has been paid for that work.

However , there is no notice of termination given to her, which in law have to be written notice.

She also instructs us that the amount which was calculated and agreed upon i.e $21,665 was not paid and was informed that she did receive a notice, even though she did not receive any written notice so far.

She was informed that your company would pay her $10,000 aproximately as a full and final settlement and was asked to sign as receiving it

This sum is not acceptable by our client and wishes to remind you that it is $21,665 is the final figure. **You are required to respond within 14 days from the day of receipt of this letter .Failure to do so will result in legal proceedings being commenced against you without further notice. This would also include the legal costs added to the amount claimed.**

Please be guided accordingly

Yours in Service,

**Christopher Ross Gidla**

Attorney at law