

PRACTICAL LEGAL GUIDE

Preparing for an Employment Dispute

Documents, deadlines and facts in employer-employee disputes

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Core File

- Employment agreement, job description, amendments and internal rules.
- Orders, assessments, schedules, reports, attendance and payroll records.
- Correspondence, requests for explanations, objections and proof of service.

Clarify the Facts

- Prepare an accurate chronology and distinguish direct knowledge from hearsay.
- Identify potential witnesses and the facts each can establish.
- Do not edit or destroy electronic records related to the dispute.

Deadlines

- Employment claims and challenges may be subject to short deadlines.
- Seek individual advice immediately after receiving an order, notice or court papers.

IMPORTANT

This guide provides general information only and is not legal advice, a legal opinion or an offer to accept a particular matter. Legal consequences depend on the facts, documents, applicable law and deadlines. Obtain individual advice before taking action with legal consequences.

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