

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

RE: [Brief Description of Workplace Dispute/Subject Matter]

Dear [Employee Name],

Thank you for contacting [Law Firm/Consultant Name] regarding your workplace dispute with [Employer Name]. I appreciate the opportunity to review the details of your situation.

After careful consideration, I must inform you that I am unable to represent you or provide legal assistance in this matter. This decision is not a reflection of the merits of your case, but rather a result of [current workload / a conflict of interest / the matter falling outside my area of expertise].

Please be advised of the following important points:

- **No Attorney-Client Relationship:** Our initial communication does not create an attorney-client relationship. I will not be taking any action on your behalf.
- **Deadlines (Statutes of Limitations):** Legal claims are subject to strict time limits. If you fail to file a claim or take legal action within these deadlines, you may lose your right to pursue a remedy forever. You should consult with another professional immediately to ensure your rights are protected.
- **Document Retention:** I am returning all original documents you provided to me. I have not retained copies for my records.

I recommend that you contact the [Local Bar Association] or a legal aid organization if you wish to find alternative representation.

Thank you again for your inquiry. I wish you the best in resolving this matter.

Sincerely,

[Your Name]
[Your Title/Company]