Preparing for your consultation

Documents, timeline, questions and wishes in one place

For expats, highly skilled migrants and other international employees in the Netherlands. Tick what you have and write down your questions and wishes. You do not need everything: bring what you have, we ask for the rest later. Already signed? Tell us straight away: the reflection period is 14 days, or 3 weeks if the agreement does not mention it (article 7:670b Dutch Civil Code).

1. Documents

☐ The settlement agreement or your employer's proposal, with the date on which you received it

☐ Letters and emails about the dismissal, the reorganisation or your performance

☐ Your employment contract and any amendments or addenda

☐ The collective agreement (*cao*) and the staff regulations that apply to you

☐ Your latest payslips and your most recent annual statement (*jaaropgaaf*)

☐ Arrangements on bonus, commission, shares (RSUs) or other variable pay

☐ Appraisals, reports of performance reviews and any improvement plan (PIP)

☐ Your non-compete or non-solicitation clause (often in your employment contract)

☐ Arrangements on a lease car, study costs or other schemes

☐ The social plan, if there is one

☐ Your pension overview

☐ The number of untaken holiday days

Privacy: do not forward confidential company documents to your private email. Medical details are not needed; we only need to know whether you are or were ill.

2. Documents for international employees

☐ Your residence permit and the IND decision, so that we know which permit you hold (for example highly skilled migrant, EU Blue Card or a combined residence and work permit) and whether it depends on this employer

☐ The residence documents of your partner and children, if their residence depends on yours

☐ The decision (*beschikking*) of the Tax Administration (*Belastingdienst*) on your 30% ruling, if you have one

☐ Your relocation agreement or sign-on bonus arrangement, including any repayment clause

☐ Your lease or housing arrangement, if your employer provides or pays for your housing

☐ The English version or translation of the agreement, if your employer gave you one, and a note of which language version counts

3. Your timeline

☐ Your start date and your job title or titles, and when you came to the Netherlands for this job

☐ When and how you first heard about the dismissal or the settlement agreement, and from whom

☐ Which meetings took place, and what was said or promised

☐ The date by which your employer wants you to respond or sign

☐ The end date your employer proposes, so that we can check it against your notice period and your search period

☐ Whether you plan to stay in the Netherlands or to leave; if you plan to leave, check with UWV before you leave

4. Deadlines that may apply

☐ Summarily dismissed (*ontslag op staande voet*)? A request to annul the dismissal must be made within 2 months (article 7:686a(4)(a) Dutch Civil Code).

☐ Signed a settlement agreement? The reflection period is 14 days, or 3 weeks if the agreement does not mention this right (article 7:670b Dutch Civil Code).

☐ Has your employment already ended without a transition payment (*transitievergoeding*)? A request to the subdistrict court (*kantonrechter*) must be made within 3 months after the end (article 7:686a(4)(b) Dutch Civil Code).

☐ Are you ill? Tell us. Illness can mean a prohibition of notice (*opzegverbod*, article 7:670 Dutch Civil Code) and can affect your WW and your sickness benefit (*Ziektewet*).

☐ Does your residence permit depend on your job? Your search period starts on the day your employment contract ends: 3 months for a highly skilled migrant; for an EU Blue Card holder 3 months, or 6 months after at least 2 years with the Blue Card in the Netherlands.

5. Your questions

☐ Is the proposal reasonable, given my years of service and my situation?

☐ Do I keep my right to WW with this settlement agreement: initiative with the employer and no urgent cause (article 24 Unemployment Insurance Act)?

☐ Does the end date respect my notice period (article 7:672 Dutch Civil Code and article 19 Unemployment Insurance Act)?

☐ How high is the transition payment, as the starting point for the negotiation (article 7:673 Dutch Civil Code)?

☐ Can my non-compete or non-solicitation clause be dropped?

☐ What does the end date mean for my residence permit and for the residence of my family?

☐ What happens to my 30% ruling, and do I have to repay relocation costs or a sign-on bonus?

☐ Who pays the costs of legal assistance?

Your own questions: ……

6. What you want

☐ Your goal in one sentence. For example: stay, or leave with a good arrangement.

☐ Which end date suits you, for example because of a new job, a new permit or a move?

☐ What matters most to you: the payment, the end date, garden leave (*vrijstelling van werk*), a good reference, dropping a clause, or time for your residence permit?

☐ Your bottom line: when will you not sign?

☐ May we contact your employer on your behalf, or do you prefer to speak for yourself?

Next step

With this preparation we can quickly see in the first consultation where you stand, which deadlines apply and what the next step is. Book your free consultation, even if you have not collected everything yet.

The first consultation is free and without obligation. Your employer often pays the costs of further legal assistance.

Free review of your situation: +31 85 4016 014 · www.vanleeuwenbos.nl/en/settlement-agreement/free-settlement-agreement-check/

Disclaimer

This document is general information under Dutch law, last updated on 28 November 2026. It is not legal advice and no rights can be derived from it. Every situation is different; have your own situation assessed. For the consequences for your residence permit we advise on the points we can and refer you to an immigration lawyer where needed.