

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Employer Name]
[Recipient Name/Title, e.g., HR Director or Legal Counsel]
[Company Address]

RE: Notice of Legal Claims for Age Discrimination and Wrongful Termination

Dear [Recipient Name],

I am writing regarding my recent termination from [Company Name] on [Date of Termination]. I believe my discharge was a result of age discrimination in violation of the Age Discrimination in Employment Act (ADEA) and [State Name, if applicable] employment laws.

I was employed with [Company Name] for [Number] years as a [Job Title]. During my tenure, I consistently met performance expectations, as evidenced by [mention recent positive reviews or milestones]. Despite my qualifications and performance, I was terminated and replaced by a significantly younger individual with less experience.

Prior to my termination, I observed several indicators of age-based bias, including: [List specific examples, e.g., comments about retirement, exclusion from training, or being passed over for promotions].

I am prepared to pursue formal legal action through the Equal Employment Opportunity Commission (EEOC) and in court to recover lost wages, benefits, emotional distress damages, and attorney's fees. However, I am open to resolving this matter through a settlement agreement to avoid costly and public litigation.

I am demanding the following as a settlement for my claims:

1. Severance pay in the amount of [Amount].
2. Compensation for unused vacation and sick time.
3. [Optional: Neutral reference or specific benefits].

Please respond to this letter by [Date] to indicate whether you are willing to engage in a settlement discussion. If I do not hear from you by that time, I will proceed with filing a formal charge of discrimination.

Sincerely,

[Your Signature]

[Your Printed Name]