

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

[Date]

[Employer Name]
[Attn: Human Resources / Legal Department]
[Employer Address]

RE: Notice of Legal Claims Regarding Termination of Employment

Dear [Name of Contact Person],

I am writing regarding the termination of my employment from [Company Name] on [Date of Termination]. I believe my termination was a result of disability discrimination and a failure to provide reasonable accommodations, in violation of the Americans with Disabilities Act (ADA) and applicable state laws.

I was hired by [Company Name] on [Start Date] for the position of [Job Title]. During my employment, I performed my duties effectively. On [Date], I notified [Name of Manager/HR] of my disability, specifically [Briefly Mention Disability or Medical Condition], and requested a reasonable accommodation consisting of [Briefly Describe Requested Accommodation].

Despite my ability to perform the essential functions of my job, [Company Name] failed to engage in the interactive process and/or denied my request for accommodation. Furthermore, on [Date of Termination], I was terminated under the pretext of [Employer's Stated Reason], when in fact, the timing and circumstances suggest the action was retaliatory or discriminatory based on my disability status.

These actions have caused me significant financial loss and emotional distress. I am prepared to pursue formal legal action through the Equal Employment Opportunity Commission (EEOC) and in court. However, I am open to resolving this matter through a settlement agreement to avoid costly and lengthy litigation.

I demand the following to settle this claim:

- [Amount] in lost wages and benefits (Back Pay);
- [Amount] in compensatory damages;
- A neutral reference for future employers;
- [Other specific demand, e.g., removal of disciplinary records].

Please respond to this letter by [Date] to indicate your willingness to discuss a resolution. If I do not hear from you by this date, I will proceed with filing a formal charge of discrimination.

Sincerely,

[Your Signature]

[Your Printed Name]