

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

[Date]

[Recipient Name]  
[Title]  
[Company Name]  
[Company Address]

## **RE: NOTICE OF LEGAL DISPUTE AND DEMAND FOR SETTLEMENT**

Dear [Recipient Name],

This letter is to formally notify [Company Name] of my claims regarding a hostile work environment and my subsequent wrongful termination on [Date of Termination].

During my employment, I was subjected to a hostile work environment characterized by [briefly list specific behaviors, e.g., harassment, discrimination, or retaliatory comments]. I reported these issues to [Name/Department] on [Date(s)], but no effective corrective action was taken. Instead, the environment persisted, ultimately resulting in the unlawful termination of my employment.

I contend that my termination was a direct result of [mention specific illegal reason, e.g., retaliation for reporting harassment or discrimination based on a protected class], which is a violation of state and federal labor laws, including [mention specific laws if known, e.g., Title VII of the Civil Rights Act].

As a result of these actions, I have suffered significant financial loss, emotional distress, and damage to my professional reputation. In order to resolve this matter without resorting to formal litigation, I am prepared to settle all claims against [Company Name] in exchange for the following:

- Severance payment in the amount of \$[Amount], representing [Number] months of salary.
- Compensation for unpaid commissions/bonuses and accrued vacation time.
- A neutral professional reference for future employers.
- An agreement not to contest my application for unemployment benefits.

This offer is a good-faith attempt to resolve this dispute. If we cannot reach an agreement by [Date], I will be forced to pursue all available legal remedies, including filing a charge with the Equal Employment Opportunity Commission (EEOC) and initiating a civil lawsuit.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]