

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

[Date]

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

RE: NOTICE OF LEGAL CLAIM FOR RETALIATORY WRONGFUL TERMINATION

To [Name of Contact Person or Department],

I am writing this letter to formally place [Company Name] on notice regarding my wrongful termination, which occurred on [Date of Termination]. I believe my discharge was a direct act of illegal retaliation in response to my protected activities.

During my employment, I engaged in the following protected activity: [Briefly describe the activity, e.g., filing a formal complaint about sexual harassment, reporting safety violations to OSHA, or requesting legally mandated FMLA leave] on [Date of activity].

Shortly after engaging in this activity, I was subjected to [mention any prior disciplinary actions or changes in treatment] culminating in my termination. I contend that the reasons provided for my dismissal were pretextual and that the true motivating factor was retaliation for my participation in the aforementioned protected activity, which is a violation of [mention applicable laws, e.g., Title VII of the Civil Rights Act, the FLSA, or state labor laws].

As a result of this unlawful termination, I have suffered significant financial loss, emotional distress, and damage to my professional reputation. I am prepared to pursue formal legal action through the [EEOC / State Labor Board] and subsequent litigation to recover:

- Back pay and front pay;
- Compensatory and punitive damages;
- Reasonable attorney's fees and legal costs.

In the interest of resolving this matter without the need for protracted litigation, I am willing to discuss a settlement agreement. My current demand for the release of all claims is [Dollar Amount].

Please provide a response to this letter or have your legal counsel contact me by [Date, typically 10-14 days from now]. Furthermore, consider this letter a formal request to preserve all personnel files, emails, and internal communications related to my employment and termination.

Sincerely,

[Your Signature]

[Your Printed Name]