

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

[Date]

[Name of Recipient, e.g., HR Director or Legal Counsel]
[Company Name]
[Company Address]

RE: Notice of Legal Claims and Severance Negotiation regarding [Your Name]

Dear [Name of Recipient],

I am writing to formally dispute the termination of my employment on [Date of Termination]. After reviewing the circumstances surrounding my dismissal, I believe that my termination was wrongful and violated [State/Federal] laws, specifically regarding [mention basis, e.g., Retaliation, Discrimination, Breach of Contract].

My records indicate that prior to my termination:

[Briefly list 2-3 facts, e.g., "I received a positive performance review on Date," "I reported a safety violation on Date," or "I was replaced by someone significantly younger/less qualified"].

Given these facts, I have a strong basis for legal action. However, I am willing to release all potential claims against [Company Name] in exchange for a fair and comprehensive severance package. This would allow both parties to avoid the costs and publicity associated with litigation.

I am proposing the following terms for a settlement agreement:

- **Severance Pay:** A lump sum payment equivalent to [Number] months of salary.
- **Benefits:** Continued health insurance coverage (COBRA) paid by the company for [Number] months.
- **Bonus/Commissions:** Payment of pro-rated bonuses or earned commissions through the termination date.
- **Outplacement Services:** [Number] months of career coaching or outplacement support.
- **Reference:** A neutral reference and a mutual non-disparagement agreement.
- **Vacation Pay:** Payout of all accrued but unused vacation time.

I am open to discussing these terms in good faith. Please provide a response to this proposal by [Date, e.g., 5-7 business days from now]. If we cannot reach an amicable resolution by this date, I will be forced to pursue formal legal remedies through the [EEOC/Department of Labor] and civil court.

I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]