

**SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

[Date]

[Employer Name]  
[Human Resources Department / Legal Department]  
[Company Address]  
[City, State, Zip Code]

**RE: Notice of Legal Claims of [Your Full Name]**

To [Name of Specific Individual or HR Manager],

Please be advised that I am writing this letter to formally place [Company Name] on notice regarding my claims for sexual harassment, retaliation, and wrongful termination in violation of [State Law and/or Title VII of the Civil Rights Act of 1964].

**Factual Background**

During my employment with [Company Name], which began on [Start Date], I was subjected to a hostile work environment and sexual harassment by [Name of Harasser]. The conduct included, but was not limited to: [Briefly list incidents, dates, and specific behaviors].

I formally reported this conduct to [Name of Supervisor/HR Representative] on [Date]. Rather than taking appropriate remedial action to stop the harassment, the company [Describe lack of action or negative response].

**Retaliation and Wrongful Termination**

On [Date of Termination], shortly after my complaints were made, my employment was terminated. The stated reason for my termination was [Reason Given by Employer]; however, this reason is a pretext for illegal retaliation. I believe my termination was directly related to my protected complaints regarding sexual harassment.

**Legal Claims and Damages**

The actions of [Company Name] have caused me significant financial loss, emotional distress, and damage to my professional reputation. Based on the evidence, I am prepared to pursue formal legal action through the Equal Employment Opportunity Commission (EEOC) and in civil court.

**Settlement Demand**

In an effort to resolve this matter without the need for protracted litigation, I am prepared to release all claims against [Company Name] in exchange for a settlement payment of \$[Amount].

This amount represents back pay, front pay, compensatory damages, and [any other specific losses].

**Preservation of Evidence**

You are hereby instructed to preserve all records related to my employment, including emails, payroll records, personnel files, internal communications regarding my complaints, and any video or audio recordings relevant to my time at the company.

I expect a response to this proposal no later than [Date, e.g., 10 business days from today]. If I do not hear from you by that time, I will proceed with filing formal charges.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]