

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

[Date]

[Employer Representative Name]
[Title]
[Company Name]
[Company Address]

RE: Notice of Retaliatory Discharge and Formal Settlement Demand

Dear [Name],

I am writing to formally address my termination from [Company Name] on [Date of Termination]. I believe my discharge was a direct act of retaliation for my protected whistleblowing activities, in violation of [State/Federal law, e.g., Section 11(c) of the OSH Act or Sarbanes-Oxley Act].

On [Date(s)], I reported [describe the illegal, unethical, or unsafe activity] to [Name of person reported to]. My report concerned [briefly describe the violation, e.g., financial fraud, safety violations, or regulatory non-compliance].

Following my report, I was subjected to the following adverse actions: [list instances of harassment, demotion, or change in treatment]. This culminated in my wrongful termination on [Date]. Prior to my whistleblowing, I had a history of [mention positive performance reviews or tenure].

As a result of this unlawful retaliation, I have suffered significant financial loss, emotional distress, and damage to my professional reputation. I am prepared to pursue legal action, including filing a complaint with [relevant agency, e.g., OSHA, EEOC, or SEC] and filing a lawsuit in civil court.

However, in the interest of resolving this matter without litigation, I am willing to release all claims against [Company Name] in exchange for the following settlement:

- Payment of [Amount] representing back pay and lost benefits.
- Payment of [Amount] in compensatory damages.
- A neutral reference for future employers.
- [Optional: Reinstatement to my former position].

Please respond to this letter by [Date] to indicate your willingness to discuss this settlement. If I do not hear from you by that time, I will proceed with formal legal action.

Sincerely,

[Your Signature]

[Your Printed Name]