

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employer Name/Company Name]

[Attn: Human Resources or Legal Department]

[Address]

[City, State, Zip Code]

RE: FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408

NOTICE OF CLAIM AND OFFER TO SETTLE: [Employee Name] v. [Employer Name]

Dear [Name of Contact Person or Employer],

This office represents [Employee Name] regarding unpaid overtime compensation claims arising from their employment with [Employer Name] during the period of [Start Date] to [End Date].

Our investigation indicates that [Employee Name] regularly worked in excess of 40 hours per workweek but was not compensated at the required rate of one-and-one-half times their regular rate of pay for all overtime hours worked. This constitutes a violation of the Fair Labor Standards Act (FLSA) and applicable state labor laws.

Based on available records, we have calculated the following damages:

- Unpaid Overtime Wages: \$[Amount]
- Liquidated Damages (equal to unpaid wages): \$[Amount]
- Interest and Statutory Penalties: \$[Amount]
- Reasonable Attorney's Fees to Date: \$[Amount]

Total Estimated Liability: \$[Total Amount]

At this time, my client is willing to resolve this matter without the need for formal litigation. We are prepared to accept the sum of **\$[Settlement Offer Amount]** as full and final satisfaction of all wage-related claims. This offer is contingent upon the execution of a formal settlement agreement and the release of claims.

Please be advised that if we are unable to reach a settlement by [Deadline Date], we are prepared to file a formal complaint in [State/Federal] Court. Litigation will significantly increase the costs and exposure to your company, including additional attorney's fees which are mandatory under the FLSA for prevailing plaintiffs.

Please have your legal representative contact me at [Phone Number] or [Email] to discuss this matter further.

Sincerely,

[Your Signature]

[Your Printed Name]