

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

RE: NOTICE OF DISCRIMINATION CLAIM AND SETTLEMENT DEMAND

Dear [Recipient Name],

Please be advised that I am writing this letter to formally address claims of gender discrimination and a hostile work environment arising from my employment with [Company Name].

Factual Background

[Provide a chronological summary of the discriminatory actions, including dates, names of individuals involved, and specific incidents such as pay disparity, denied promotions, or verbal harassment.]

Legal Claims

Based on the facts above, I believe [Company Name] has violated Title VII of the Civil Rights Act of 1964 and [State] labor laws. These violations include, but are not limited to, disparate treatment based on gender and failure to provide equal pay for equal work.

Damages

As a result of these actions, I have suffered [list damages, e.g., lost wages, loss of benefits, emotional distress, and damage to professional reputation].

Settlement Demand

While I am prepared to pursue formal legal action through the Equal Employment Opportunity Commission (EEOC) and subsequent litigation, I am willing to resolve this matter out of court to avoid the costs and time associated with a lawsuit. I am prepared to sign a full release of all claims against [Company Name] in exchange for:

- A monetary payment in the amount of \$[Amount].
- [Additional terms, such as a neutral reference or removal of disciplinary files].

This offer is made for settlement purposes only and is subject to Rule 408 of the Federal Rules of Evidence. This offer will remain open until [Date/Time]. If we cannot reach an agreement by this date, I will proceed with formal legal remedies.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]