

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

[Date]

[Employer Name]
[Recipient Name/Title]
[Company Address]

RE: Notice of Legal Claims and Formal Settlement Demand

Dear [Recipient Name],

I am writing regarding my employment with [Company Name] and the unlawful treatment I experienced related to my pregnancy. This letter serves as a formal notice of my intent to pursue legal action for violations of the Pregnancy Discrimination Act (PDA), the Family and Medical Leave Act (FMLA), and applicable state laws.

Summary of Facts

I began my employment with [Company Name] on [Start Date] as a [Job Title]. On [Date], I informed [Manager Name] of my pregnancy. Following this disclosure, I was subjected to the following discriminatory actions:

- [Describe specific event, e.g., demotion, reduction in hours, or negative performance review]
- [Describe denial of reasonable accommodations]
- [Describe any disparaging remarks regarding pregnancy or maternity leave]

On [Date], my employment was terminated/I was forced to resign. I believe these actions were taken specifically because of my pregnancy and my request for leave, which constitutes unlawful discrimination and retaliation.

Legal Liability

Federal and state laws prohibit employers from discriminating against employees on the basis of pregnancy, childbirth, or related medical conditions. The timing of my [termination/adverse action] following my pregnancy announcement creates a strong inference of discriminatory intent. Based on the evidence, I am prepared to file a formal charge with the Equal Employment Opportunity Commission (EEOC) and proceed to litigation.

Settlement Demand

To avoid the expense and public nature of a lawsuit, I am willing to resolve this matter out of court. I am demanding the following settlement terms:

1. Monetary payment in the amount of \$[Amount] for lost wages and emotional distress.
2. [Optional: Neutral reference for future employers.]
3. [Optional: Agreement not to contest unemployment benefits.]

This offer is made for settlement purposes only and is subject to the execution of a mutually acceptable release agreement. Please respond to this letter by [Date] to indicate whether [Company Name] is interested in resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]