

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

[Date]

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

RE: CONFIDENTIAL COMMUNICATION FOR SETTLEMENT PURPOSES ONLY

Dear [Recipient Name],

I am writing this letter regarding my employment with [Company Name] and the unlawful treatment I have been subjected to based on my national origin, in violation of Title VII of the Civil Rights Act of 1964 and applicable state laws.

Summary of Facts

I was hired by [Company Name] on [Date] as a [Job Title]. During my tenure, I experienced a hostile work environment and disparate treatment, including but not limited to:

- [Describe specific instance of derogatory remarks or slurs regarding your origin/accent]
- [Describe instances of being passed over for promotion in favor of less qualified individuals]
- [Describe any discriminatory disciplinary actions or termination details]

Legal Claims

The evidence demonstrates that I was subjected to [harassment/discrimination/retaliation] directly linked to my national origin. These actions have resulted in significant emotional distress and financial loss.

Settlement Demand

To avoid the expense, time, and public exposure of formal litigation, I am prepared to resolve all claims against [Company Name] for a total settlement payment of \$[Amount]. This amount represents compensation for back pay, front pay, emotional distress, and compensatory damages.

In exchange for this payment, I will agree to a full release of all claims and a standard confidentiality agreement.

Conclusion

This offer remains open until [Date/Time]. If we cannot reach an agreement by this date, I will proceed with filing a formal charge with the Equal Employment Opportunity Commission (EEOC) and pursuing all available legal remedies.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]