

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

[Date]

[Employer Name]
[Recipient Name/Title, e.g., HR Director or Legal Counsel]
[Company Address]

RE: Notice of Formal Complaint and Demand for Settlement regarding Hostile Work Environment and Discrimination

Dear [Recipient Name],

Please be advised that I am writing this letter to formally notify [Company Name] of legal claims arising from a hostile work environment and unlawful discrimination based on my [protected characteristic, e.g., race, gender, age, religion] in violation of [Title VII of the Civil Rights Act / State Laws].

Summary of Facts

Since [Date], I have been subjected to a pattern of unwelcome and offensive conduct. This includes, but is not limited to:

- [Description of specific incident 1 and date]
- [Description of specific incident 2 and date]
- [Description of specific incident 3 and date]

Legal Liability

The conduct described above was pervasive and severe enough to alter the conditions of my employment and create an abusive working environment. Despite my previous reports to [Manager/HR Name] on [Date], the company failed to take prompt and effective remedial action to stop the harassment.

Damages

As a direct result of this environment, I have suffered [lost wages, emotional distress, medical expenses, or loss of career opportunities].

Settlement Demand

In the interest of resolving this matter efficiently and avoiding the costs and publicity of formal litigation, I am prepared to release [Company Name] from all claims in exchange for a total settlement payment of \$[Amount].

This offer is a good faith attempt to reach a compromise and is made for settlement purposes only. If we are unable to reach an agreement by [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]