

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

[Date]

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

**RE: NOTICE OF LEGAL CLAIMS AND SETTLEMENT DEMAND
FOR THE ATTENTION OF LEGAL AND HUMAN RESOURCES DEPARTMENTS**

Dear [Recipient Name],

I am writing this letter to formally address the unlawful discrimination and retaliation I have experienced during my employment with [Company Name]. I am prepared to pursue formal legal action, including filing a charge with the Equal Employment Opportunity Commission (EEOC) and a subsequent lawsuit, but I am willing to resolve this matter through a private settlement at this time.

Summary of Facts

I was hired by [Company Name] on [Date] as a [Job Title]. During my tenure, I performed my duties with diligence and professionalism. However, I was subjected to discriminatory treatment based on my [Protected Characteristic, e.g., Race, Gender, Age, Disability].

On [Date], I engaged in a protected activity by [Describe Activity, e.g., filing a formal complaint with HR regarding harassment]. Following this report, the company engaged in clear retaliation against me, including but not limited to:

- [List specific retaliatory act, e.g., Unjustified negative performance review]
- [List specific retaliatory act, e.g., Demotion or reduction in hours]
- [List specific retaliatory act, e.g., Termination of employment on Date]

Legal Claims

The actions taken by [Company Name] violate Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and/or other applicable state and federal employment laws. The timing of the adverse actions following my protected complaint establishes a direct causal link for a retaliation claim.

Settlement Demand

To avoid the expense, time, and public exposure of litigation, I am prepared to release all claims against [Company Name] in exchange for the following:

1. Monetary compensation in the amount of \$[Dollar Amount] for back pay, front pay, and emotional distress.
2. [Optional: Neutral reference for future employers.]
3. [Optional: Agreement not to contest unemployment benefits.]

This offer is a good-faith attempt to settle a legal dispute. This letter is for settlement purposes only and is inadmissible under Federal Rule of Evidence 408.

I expect a response to this proposal by [Date]. If I do not hear from you by that time, I will proceed with filing a formal charge of discrimination and retaliation with the appropriate government agencies.

Sincerely,

[Your Signature]

[Your Printed Name]