

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

[Date]

[Employer Name]
[Attn: Human Resources / Legal Department]
[Employer Address]

RE: NOTICE OF DISCRIMINATION AND DEMAND FOR SETTLEMENT

Dear [Name of Contact Person or Company Name],

This letter serves as a formal notice regarding my wrongful termination from [Company Name] on [Date of Termination]. I am writing to propose a settlement of my claims arising from what I believe to be unlawful discrimination and retaliatory discharge based on my [protected characteristic, e.g., race, gender, age, disability, religion].

Summary of Facts

I began my employment with [Company Name] on [Start Date] as a [Job Title]. During my tenure, I [mention positive performance reviews or achievements]. However, I was subjected to [briefly describe discriminatory actions, comments, or disparate treatment]. On [Date], I was terminated for the stated reason of [Employer's reason], which I believe to be a pretext for discrimination because [briefly explain why the reason is false or inconsistent].

Legal Violations

The actions taken by [Company Name] violate [Title VII of the Civil Rights Act / The Americans with Disabilities Act / The Age Discrimination in Employment Act / State Labor Laws]. My termination was directly motivated by [protected characteristic], creating a hostile work environment and resulting in significant financial and emotional distress.

Settlement Demand

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

- Back pay and lost benefits in the amount of \$[Amount];
- Front pay in the amount of \$[Amount];
- Compensatory damages for emotional distress in the amount of \$[Amount];
- A neutral reference for future employers;
- Removal of any derogatory information from my personnel file.

The total settlement demand is \$[Total Sum].

Conclusion

This offer is made for settlement purposes only and is subject to the execution of a mutually agreeable settlement agreement. I request a response to this demand by [Date]. If we are unable to reach an agreement, I intend to file a formal charge with the Equal Employment Opportunity Commission (EEOC) and pursue all available legal remedies.

Sincerely,

[Your Signature]

[Your Printed Name]