

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

[Date]

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

FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408

RE: Notice of Legal Claims and Demand for Settlement regarding [Your Name]

Dear [Recipient Name],

I am writing to formally notify [Company Name] of serious legal claims arising from sexual harassment and a hostile work environment I was subjected to during my employment. This letter serves as an initial formal demand to resolve these matters before further legal action is taken.

Summary of Facts

During my tenure at [Company Name], specifically between [Start Date] and [End Date/Present], I was subjected to unwelcome conduct of a sexual nature by [Name of Harasser(s)]. This conduct included, but was not limited to:

- [Description of specific incident 1]
- [Description of specific incident 2]
- [Description of any retaliatory actions taken after reporting]

Legal Liability

The conduct described above constitutes a violation of Title VII of the Civil Rights Act of 1964 and [State/Local Employment Laws]. [Company Name] is liable for this conduct because [State reason, e.g., management was aware of the behavior and failed to act / the harasser was a supervisor]. This environment caused me significant emotional distress, loss of wages, and [other damages].

Settlement Demand

While I am prepared to file a formal charge with the Equal Employment Opportunity Commission (EEOC) and pursue litigation in court, I am willing to resolve this matter privately to avoid the expense and publicity of a trial. I am demanding the following for a full release of all claims:

1. Monetary compensation in the amount of \$[Dollar Amount].
2. [Optional: Positive letter of reference].

3. [Optional: Mutual non-disparagement agreement].

Evidence Preservation

Please consider this a formal notice to preserve all evidence related to my employment, including emails, text messages, HR files, and surveillance footage. Do not destroy or alter any records pertaining to my complaints or the individuals named above.

I expect a response to this demand by [Date, e.g., 10 business days from now]. If I do not hear from you by this time, I will proceed with formal legal filings.

Sincerely,

[Signature]

[Your Printed Name]