

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

[Date]

[Recipient Name]
[Title, e.g., Director of Human Resources / CEO]
[Company Name]
[Company Address]

RE: NOTICE OF FORMAL DEMAND - HOSTILE WORK ENVIRONMENT (SEXUAL HARASSMENT)

Dear [Recipient Name],

I am writing this letter to formally notify [Company Name] of the ongoing sexual harassment and hostile work environment I have been subjected to during my employment. This letter serves as a formal demand for the company to address these legal violations and to propose a resolution to the damages I have suffered.

Factual Background

Since [Date/Period], I have been subjected to unwelcome conduct of a sexual nature by [Name of Harasser(s)]. This conduct includes, but is not limited to:

- [Detail specific incident 1: e.g., inappropriate comments, physical contact, or digital messages] on [Date].
- [Detail specific incident 2: e.g., display of offensive material or sexual advances] on [Date].
- [Detail how the conduct has been pervasive or severe].

Legal Violations

The conduct described above is sufficiently severe and pervasive to alter the conditions of my employment and create an abusive working environment. This constitutes sexual harassment and a hostile work environment in violation of Title VII of the Civil Rights Act of 1964 and applicable state labor laws. Despite [mentioning any prior reports made to supervisors/HR], the company has failed to take immediate and effective corrective action.

Impact and Damages

As a direct result of this environment, I have suffered significant emotional distress, [list other impacts, e.g., loss of wages, medical expenses, or damage to professional reputation]. The workplace has become intolerable, affecting my health and ability to perform my duties.

Formal Demand

To avoid the commencement of formal legal proceedings, which may include filing a charge

with the EEOC or a lawsuit in civil court, I am prepared to resolve this matter if the company agrees to the following terms:

1. Immediate cessation of all harassing behavior and separation from the harasser.
2. Compensatory damages in the amount of \$[Amount] for emotional distress and suffering.
3. [Optional: Specific terms regarding severance, if seeking to leave the company].
4. [Optional: Request for a neutral reference].

Preservation of Evidence

I expect [Company Name] to preserve all evidence related to this matter, including emails, text messages, surveillance footage, and personnel files.

Please provide a written response to this demand by [Date, e.g., 10 business days from today]. I hope to resolve this matter amicably; however, I reserve all legal rights to pursue further action if a satisfactory resolution is not reached.

Sincerely,

[Your Signature]

[Your Printed Name]