

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

[Date]

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

RE: CONFIDENTIAL COMMUNICATION FOR SETTLEMENT PURPOSES ONLY

Dear [Recipient Name],

I am writing to formally demand a settlement regarding the unlawful quid pro quo sexual harassment I was subjected to during my employment with [Company Name].

The harassment involved [Name of Supervisor/Manager], who held direct authority over my employment status. Specifically, on [Date(s)], the following occurred: [Provide a brief, factual description of the sexual advances or requests made and the employment benefit or threat linked to them].

Because I [rejected these advances / submitted to these advances under duress], I suffered a tangible employment action, specifically [describe action, e.g., termination, denial of promotion, loss of pay, or unfavorable shift change]. These actions constitute a clear violation of Title VII of the Civil Rights Act of 1964 and applicable state laws.

As a direct result of this conduct, I have suffered significant financial loss, emotional distress, and damage to my professional reputation. In an effort to resolve this matter without the necessity of formal litigation, I am prepared to release all claims against [Company Name] in exchange for the following:

- A monetary payment of \$[Amount] representing lost wages and compensatory damages.
- [Optional: A neutral letter of reference].
- [Optional: Agreement to mutual non-disparagement].

This offer 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 pursue all available legal remedies.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]