

PRIVILEGED AND CONFIDENTIAL FOR SETTLEMENT PURPOSES ONLY

[Date]

[Recipient Name]

[Recipient Title/Legal Department]

[Company Name]

[Company Address]

Re: Notice of Legal Claims and Settlement Demand of [Your Name]

Dear [Name of Recipient/Legal Counsel],

Please be advised that I represent [Client Name] (the "Claimant") regarding legal claims against [Company Name] (the "Company") and [Individual Harasser Name, if applicable] arising from sexual harassment and a hostile work environment experienced during [Client Name]'s employment.

Summary of Facts

Our investigation reveals that [Client Name] was subjected to a pattern of unwelcome conduct, including but not limited to: [Detail specific incidents, dates, and names of involved parties]. Despite [Client Name] reporting these incidents to [Name of Supervisor/HR] on [Date], the Company failed to take immediate and effective remedial action.

Legal Claims

The conduct described above constitutes a violation of Title VII of the Civil Rights Act of 1964 and [State/Local Labor Laws]. Specifically, the Company is liable for:

- Hostile Work Environment;
- Quid Pro Quo Harassment;
- Retaliation (if applicable); and
- Failure to Prevent Harassment.

Damages

As a direct result of this unlawful conduct, [Client Name] has suffered significant damages, including:

- Emotional distress and mental anguish;
- Loss of wages and benefits;
- Damage to professional reputation; and
- Medical/therapy expenses.

Settlement Demand

While [Client Name] is prepared to file a formal charge with the EEOC and proceed to litigation, we are willing to resolve this matter pre-litigation to avoid the time and expense of a public trial. [Client Name] offers to release all claims against the Company in exchange for the sum of \$[Dollar Amount].

This offer remains open until [Time] on [Date]. If we do not receive a response by this time, we will proceed with all available legal remedies.

Evidence Preservation

The Company is hereby directed to preserve all documents, emails, text messages, and surveillance footage related to [Client Name] and the individuals mentioned herein.

Sincerely,

[Your Signature]

[Your Printed Name]

[Law Firm Name/Your Address]