

CONFIDENTIAL - FOR SETTLEMENT PURPOSES ONLY

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

[Date]

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

RE: Notice of Legal Claims and Formal Settlement Demand

Dear [Recipient Name],

Please be advised that I am writing this letter to formally notify [Company Name] of legal claims arising from sexual harassment and a hostile work environment I have been subjected to during my employment.

Background of the Claims

While employed at [Company Name], I was subjected to unwelcome conduct by [Name of Harasser(s)]. This conduct included, but was not limited to: [Briefly list specific incidents, dates, and behaviors].

Despite [mentioning if you reported it to HR/Management], the company failed to take immediate and appropriate corrective action. As a result, I have suffered significant emotional distress, loss of professional opportunities, and [mention any other impacts like medical costs or loss of wages].

Legal Liability

The actions described above constitute violations of Title VII of the Civil Rights Act of 1964 and applicable state anti-discrimination laws. Based on the evidence, [Company Name] is liable for the hostile work environment and the failure to protect its employees from harassment.

Settlement Demand

In the interest of resolving this matter efficiently and avoiding the costs and publicity of formal litigation, I am prepared to release [Company Name] from all claims in exchange for a total settlement payment of \$[Amount].

This settlement amount accounts for:

- Compensatory damages for emotional distress
- Back pay and front pay
- Potential punitive damages
- [Optional: Attorney's fees]

Timeline

This offer remains open until [Date/Time]. If we are unable to reach an agreement by this date, I will proceed with filing a formal charge with the Equal Employment Opportunity Commission (EEOC) and pursuing all available legal remedies through the court system.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]