

CONFIDENTIAL FOR SETTLEMENT PURPOSES ONLY

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address]

[City, State, Zip Code]

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

Dear [Recipient Name],

Please be advised that I represent [Employee Name] regarding [his/her/their] employment with [Company Name]. This letter serves as a formal notice of claims involving sexual harassment and unlawful retaliation in violation of Title VII of the Civil Rights Act of 1964 and applicable state laws.

Factual Background

Starting on or about [Date], [Employee Name] was subjected to a hostile work environment characterized by [briefly describe harassment, e.g., unwelcome comments, physical contact, or advances] by [Name of Harasser].

Retaliation

On [Date], [Employee Name] engaged in protected activity by reporting this conduct to [Name/Department]. Following this report, the Company took adverse employment actions against [Employee Name], including [describe retaliation, e.g., termination, demotion, or loss of shifts].

Legal Liability

The evidence demonstrates that [Company Name] failed to maintain a workplace free from harassment and actively penalized my client for reporting illegal behavior. These actions have caused [Employee Name] significant lost wages, emotional distress, and professional damages.

Settlement Demand

While my client is prepared to file a formal charge with the EEOC and proceed to litigation, [he/she/they] would prefer to resolve this matter privately. [Employee Name] hereby demands the sum of \$[Amount] to settle all claims. This offer includes:

- Back pay and front pay;
- Compensatory damages for emotional distress;

- Reasonable attorney's fees.

This offer shall remain open until [Time] on [Date]. If we do not reach an agreement by this time, we will pursue all available legal remedies.

Sincerely,

[Your Name/Attorney Name]

[Law Firm Name]

[Phone Number]