

URGENT: FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

To: [Name of Individual/Recipient]
[Title, if applicable]
[Company Name]
[Company Address]

Re: Final Settlement Demand regarding Sexual Harassment of [Your Name/Client Name]

Dear [Name of Recipient],

This letter serves as a final formal notice regarding the claims of sexual harassment and a hostile work environment arising from the actions of [Name of Harasser] during [Your Name/Client Name]'s employment at [Company Name].

Despite previous correspondence dated [Date of previous letter], there has been no satisfactory resolution to this matter. The evidence, including [mention brief evidence such as emails, witness statements, or logs], clearly demonstrates a violation of [Title VII of the Civil Rights Act / State Labor Laws].

As a direct result of this harassment, [Your Name/Client Name] has suffered significant damages, including emotional distress, loss of wages, and [other specific damages].

FINAL DEMAND

To avoid the commencement of formal litigation in [Name of Court/Agency], we hereby submit this final demand for a settlement in the amount of \$[Insert Dollar Amount]. This amount represents a full and final release of all claims related to this matter.

This offer is valid until [Insert Deadline Date/Time]. If we do not receive a written acceptance or a meaningful counteroffer by this deadline, we will proceed with the following actions without further notice:

- Filing a formal complaint with the Equal Employment Opportunity Commission (EEOC);
- Initiating a civil lawsuit for damages, including punitive damages and attorney fees;
- Subpoenaing all internal communications and personnel records.

Please govern yourself accordingly. We look forward to your immediate response.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Phone Number]
[Your Email Address]