

**PRIVILEGED AND CONFIDENTIAL
FOR SETTLEMENT PURPOSES ONLY**

Date: [Date]

To: [Employer Name/Legal Counsel Name]
[Company Name]
[Address]
[City, State, Zip Code]

Re: Confidential Settlement Demand of [Your Name/Client Name]

Dear [Name of Contact],

This letter is written for the purpose of settling legal claims arising from sexual harassment and a hostile work environment experienced by [Your Name/Client Name] during [his/her/their] employment with [Company Name].

Summary of Facts

[Insert a chronological summary of the harassment. Include specific dates, the names of the individuals involved, specific comments or actions, and any reports made to HR or management.]

Legal Claims

Based on the facts above, [Company Name] is liable for violations of [Title VII of the Civil Rights Act of 1964 and/or applicable State Labor Laws]. These violations include, but are not limited to:

- Sexual Harassment (Quid Pro Quo and/or Hostile Work Environment)
- Retaliation for reporting misconduct
- Failure to prevent harassment
- Intentional infliction of emotional distress

Damages

As a direct result of this conduct, [Your Name/Client Name] has suffered significant damages, including [lost wages, loss of benefits, emotional distress, medical expenses, and damage to professional reputation].

Settlement Demand

In the interest of avoiding protracted litigation and maintaining the privacy of all parties, [Your Name/Client Name] is willing to release all claims against [Company Name] and its employees in exchange for the following:

1. A monetary payment of \$[Amount].
2. A neutral reference for future employment.
3. A mutual non-disparagement agreement.
4. [Additional terms, e.g., payment of attorney fees].

This offer is a good-faith attempt to reach a resolution and is valid until [Date/Time]. If we are unable to reach an agreement by this time, we are prepared to pursue all available legal remedies, including filing a formal charge with the EEOC and subsequent litigation.

We look forward to your prompt response.

Sincerely,

[Your Signature / Attorney Signature]
[Your Printed Name / Attorney Name]