

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

[Date]

[Employer Name]
[Attn: Human Resources / Legal Department]
[Employer Address]

RE: Notice of Legal Claims Regarding Constructive Discharge and Sexual Harassment

To [Name of Contact Person or Department],

I am writing to formally notify [Company Name] of my claim for constructive discharge resulting from a hostile work environment and ongoing sexual harassment during my employment.

Specifically, I was subjected to the following conduct: [Provide brief, factual description of harassment, dates, and individuals involved].

I previously reported these incidents to [Name of Supervisor/HR] on [Date(s)]. Despite my reports, the company failed to take prompt and effective remedial action. Instead, the environment became so intolerable that any reasonable person in my position would have felt compelled to resign. Consequently, my resignation on [Date of Resignation] constitutes a constructive discharge under applicable labor laws.

The conduct described above violates Title VII of the Civil Rights Act of 1964 and relevant state anti-discrimination laws. I am prepared to pursue formal legal action through the Equal Employment Opportunity Commission (EEOC) and in court to seek damages for lost wages, benefits, emotional distress, and legal fees.

However, I am willing to resolve this matter without litigation if we can reach a fair settlement. My demand for settlement is [Dollar Amount].

Please provide a written response to this letter by [Date, e.g., 10 business days from now]. If I do not hear from you by that time, I will proceed with filing a formal charge of discrimination.

Sincerely,

[Your Signature]

[Your Printed Name]