

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

[Date]

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

RE: SETTLEMENT DEMAND REGARDING SEXUAL HARASSMENT CLAIMS

To [Name of Contact Person],

I am writing this letter to formally notify [Company Name] of my intent to pursue legal action regarding the pervasive sexual harassment I was subjected to during my employment. This letter serves as a formal demand for settlement prior to the initiation of litigation.

Factual Background:

Between [Start Date] and [End Date/Present], I was subjected to a hostile work environment and/or quid pro quo harassment by [Name of Harasser(s)]. Specifically, the incidents included: [Briefly list dates and descriptions of specific incidents, e.g., unwelcome comments, physical contact, or retaliation for reporting].

Legal Claims:

The conduct described above constitutes a violation of Title VII of the Civil Rights Act of 1964 and [State] laws. [Company Name] is liable for these actions because management was aware, or should have been aware, of the conduct and failed to take prompt and effective remedial action.

Damages:

As a direct result of this harassment, I have suffered [list damages, e.g., emotional distress, loss of wages, medical expenses, or damage to professional reputation].

Settlement Demand:

In the interest of resolving this matter without the need for public litigation, I am prepared to sign a full release of all claims against [Company Name] in exchange for the sum of \$[Dollar Amount].

This offer is made for settlement purposes only and is subject to the execution of a formal settlement agreement. I expect a response by [Date] at [Time]. If we cannot reach an agreement by this time, I will proceed with filing a formal charge with the EEOC and pursuing all available legal remedies.

Sincerely,

[Your Signature]

[Your Printed Name]