

SENT VIA EMAIL AND CERTIFIED MAIL

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: CONFIDENTIAL FOR SETTLEMENT PURPOSES ONLY

Notice of Legal Claims Regarding [Your Full Name]

Dear [Recipient Name],

Please be advised that I represent [Your Full Name] regarding [his/her/their] claims of sexual harassment and a hostile work environment against [Company Name] in violation of Title VII of the Civil Rights Act of 1964.

Factual Background

[Insert a concise chronological summary of the harassment. Include specific dates, the names of the harassers, descriptions of the conduct/comments, and any reports made to HR or management.]

Legal Claims

The conduct described above constitutes a violation of Title VII. [Your Name] was subjected to unwelcome sexual advances and/or a work environment so pervasive and severe that it altered the conditions of employment. Furthermore, [Company Name] failed to take prompt and effective remedial action after being put on notice of the harassment.

Damages

As a direct result of the unlawful conduct, [Your Name] has suffered significant damages, including but not limited to:

- Back pay and lost benefits;
- Compensatory damages for emotional distress, humiliation, and mental anguish;
- Loss of future earning capacity;
- Attorney's fees and costs.

Settlement Demand

At this time, [Your Name] is prepared to resolve all claims against [Company Name] and its employees for a total settlement payment of \$[Insert Amount]. In exchange for this payment, [Your Name] will execute a full release of all claims arising from [his/her/their] employment.

This offer is made for settlement purposes only and is valid until [Insert Date/Time]. If we cannot reach an agreement by this time, we are prepared to proceed with filing a formal charge with the Equal Employment Opportunity Commission (EEOC) and subsequent litigation in federal court.

We look forward to your response.

Sincerely,

[Your Signature/Attorney Signature]

[Printed Name]

[Law Firm, if applicable]

[Phone Number]

[Email Address]