

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

[Date]

[Recipient Name]  
[Title]  
[Company Name]  
[Company Address]

**RE: CONFIDENTIAL COMMUNICATION FOR SETTLEMENT PURPOSES ONLY  
PURSUANT TO [STATE/FEDERAL] RULE OF EVIDENCE 408**

Dear [Recipient Name],

This letter serves as a formal notice of my intent to resolve legal claims against [Company Name] regarding employment discrimination based on [Basis of Discrimination, e.g., race, age, gender, disability] in violation of [Title VII of the Civil Rights Act / Americans with Disabilities Act / Relevant State Law].

**Background of Claims:**

On or about [Date], the following discriminatory actions occurred: [Briefly describe the adverse action, e.g., termination, failure to promote, or harassment]. I believe these actions were motivated by discriminatory intent because [Briefly state supporting facts].

**Proposed Settlement Terms:**

In an effort to avoid the time and expense of formal litigation, I am prepared to release [Company Name] from all potential claims in exchange for the following:

- A monetary payment in the amount of \$[Dollar Amount] representing [back pay/compensatory damages].
- A neutral reference for future employers.
- [Additional terms, e.g., removal of disciplinary records].

**Timeline:**

This offer is valid until [Date/Time]. If we are unable to reach a settlement by this date, I intend to pursue formal legal action, including filing a charge with the EEOC and/or initiating a civil lawsuit.

I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]