

FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408

[Current Date]

[Recipient Name]

[Recipient Title/Company Name]

[Street Address]

[City, State, Zip Code]

Re: Settlement Offer Regarding Unpaid Overtime Wages for [Employee Name]

Dear [Recipient Name],

This letter serves as a formal offer to resolve the ongoing dispute regarding unpaid overtime wages for the period of [Start Date] to [End Date].

Based on our records and calculations, [Employee Name] performed [Number] hours of overtime work for which compensation was not provided at the legally required rate of 1.5 times the regular hourly pay. This resulted in an underpayment of \$[Amount].

In the interest of reaching an amicable and timely resolution without the need for formal litigation or administrative hearings, [Employee Name] is prepared to accept a total settlement payment of **\$[Total Settlement Amount]**. This amount represents a compromise covering:

- Unpaid overtime wages: \$[Amount]
- Liquidated damages/Interest: \$[Amount]
- [Optional: Attorney fees/Costs]: \$[Amount]

This offer is contingent upon the following terms:

1. Payment must be made in full by [Date].
2. Execution of a standard release of claims specifically related to wage and hour disputes for the period mentioned above.
3. The payment shall be treated as [Wages/1099/Split] for tax purposes.

This settlement offer is made for the purpose of compromising a disputed claim and does not constitute an admission of liability by either party. This offer will remain open until [Expiration Date/Time], after which it will be withdrawn.

Please contact [Name] at [Phone Number/Email] to discuss this proposal or to confirm your acceptance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Capacity]