

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

[Date]

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

RE: Counter Offer for Settlement of Unpaid Overtime - [Your Name]

Dear [Recipient Name],

I am writing in response to your settlement offer dated [Date of Employer's Offer] regarding my claim for unpaid overtime wages.

I appreciate the company's willingness to resolve this matter; however, I cannot accept the offer of [Amount Offered by Employer] as it does not fully reflect the total hours worked and the legal interest accrued. According to my records and the requirements of the Fair Labor Standards Act (FLSA), I am entitled to compensation for [Number of Overtime Hours] hours worked between [Start Date] and [End Date].

In the interest of reaching a prompt and mutually agreeable resolution without pursuing formal legal action, I am prepared to accept a counter offer of **[Your Counter Offer Amount]**.

This amount represents a fair compromise covering:

- Unpaid overtime wages at the rate of 1.5 times my regular pay.
- Liquidated damages/interest.

If this offer is accepted, I am prepared to sign a full release of claims specifically related to unpaid overtime for the period mentioned above. This offer is valid until [Expiration Date, e.g., 7 days from today].

I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]