

**Date:** [Insert Date]

**To:** [Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**From:** [Company Name]  
[Company Address]

**Subject: Conditional Settlement Agreement regarding Overtime Wages**

Dear [Employee Name],

This letter outlines the terms of a conditional settlement agreement between [Company Name] ("the Company") and [Employee Name] ("the Employee") regarding outstanding claims for unpaid overtime wages for the period of [Start Date] to [End Date].

**1. Settlement Amount:** The Company agrees to pay the Employee a total gross sum of \$[Amount] in full and final settlement of all claims related to overtime pay, liquidated damages, and interest.

**2. Conditions of Settlement:** This agreement is strictly conditional upon the following:

- The Employee signing and returning this letter by [Deadline Date].
- The Employee providing a signed waiver and release of all wage-related claims against the Company.
- [Insert any additional conditions, e.g., verification of tax documentation].

**3. Payment Terms:** Upon satisfaction of the conditions above, payment will be issued via [Check/Direct Deposit] on or before [Payment Date]. This payment is subject to standard payroll tax withholdings.

**4. Confidentiality:** Both parties agree to keep the terms and existence of this settlement confidential, except as required by law or for professional tax/legal advice.

**5. No Admission of Liability:** This agreement does not constitute an admission of guilt or liability by the Company regarding any labor law violations.

By signing below, both parties acknowledge and accept these terms.

**Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
[Name/Title]

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
[Employee Name]