

Date: [Insert Date]

To: [Employee Name]
[Employee Address]

Subject: Confidentiality Agreement Regarding Overtime Settlement

Dear [Employee Name],

This letter sets forth the agreement between [Company Name] (the "Company") and [Employee Name] (the "Employee") regarding the settlement of unpaid overtime compensation.

1. Settlement Amount: The Company agrees to pay the Employee a total gross amount of \$[Insert Amount], less applicable tax withholdings, as full and final settlement for all overtime hours worked during the period of [Start Date] to [End Date].

2. Confidentiality: As a condition of receiving this payment, the Employee agrees to keep the existence and terms of this settlement strictly confidential. The Employee shall not disclose, discuss, or release any information regarding the settlement amount or the nature of the underlying claim to any third party, including current or former employees of the Company, except as required by law or to professional legal/financial advisors.

3. No Admission of Liability: This settlement is made solely for the purpose of resolving a dispute and does not constitute an admission by the Company of any violation of labor laws or internal policies.

4. Full Release: By signing this letter and accepting payment, the Employee waives and releases the Company from any further claims or causes of action related to overtime pay for the period specified above.

5. Breach of Confidentiality: The Employee acknowledges that a breach of this confidentiality agreement may result in legal action or the requirement to return the settlement funds.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Name of Company Representative]
[Title]
[Company Name]

Employee Acceptance:

I, [Employee Name], hereby agree to the terms and conditions set forth in this letter.

Signature: _____

Date: _____