

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

[Date]

[Recipient Name]  
[Recipient Title/Legal Counsel]  
[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 claims against [Company Name] regarding a hostile work environment and sexual harassment in violation of Title VII of the Civil Rights Act of 1964, as amended, and applicable state laws.

**Background and Factual Allegations**

During my employment with [Company Name], which began on [Start Date], I was subjected to severe and pervasive sexual harassment. Specifically, [Name of Harasser] engaged in the following conduct: [Detail specific incidents, dates, and names of witnesses].

**Legal Claims**

The conduct described above created a hostile work environment that interfered with my ability to perform my duties. Despite reporting these incidents to [HR Representative/Manager] on [Date], the company failed to take immediate and appropriate corrective action. This constitutes a direct violation of Title VII, which prohibits discrimination based on sex and protects employees from workplace harassment.

**Damages**

As a direct result of the company's failure to maintain a safe work environment, I have suffered significant damages, including but not limited to: [List damages such as emotional distress, medical expenses, lost wages, or loss of future earning capacity].

**Settlement Demand**

While I am prepared to pursue formal litigation through the Equal Employment Opportunity Commission (EEOC) and subsequent court action, I am open to resolving this matter out of court

to avoid the costs and publicity of litigation. I am prepared to sign a full release of all claims in exchange for a settlement payment of \$[Insert Amount].

This offer remains open until [Time/Date]. If we are unable to reach a resolution by this time, I will proceed with all available legal remedies.

Sincerely,

[Your Signature]

[Your Printed Name]