

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

[Date]

[Name of Managing Partner/Recipient]  
[Law Firm Name]  
[Firm Address]

**RE: Notice of Legal Claims for Retaliation and Wrongful Termination**

Dear [Recipient Name],

I am writing to formally address my recent termination from [Law Firm Name] on [Date of Termination]. I am asserting claims for unlawful retaliation and wrongful termination in violation of Title VII of the Civil Rights Act of 1964.

On [Date], I engaged in protected activity by [describe the protected activity, e.g., filing a formal complaint regarding gender discrimination/reporting sexual harassment/opposing a discriminatory practice] to [Name of Person/HR].

Following this report, I was subjected to an adverse employment action. Specifically, [describe events leading to termination, e.g., sudden negative performance reviews, removal from key cases, or exclusion from meetings]. These actions culminated in my termination on [Date].

The proximity in time between my protected complaint and my termination suggests a clear causal link, indicating that the firm's stated reasons for my dismissal are a pretext for unlawful retaliation. As an Associate Attorney, my performance was consistently [describe performance, e.g., meeting expectations/receiving positive feedback] prior to my protected disclosure.

As a result of this wrongful termination, I have suffered significant financial loss, including back pay and front pay, as well as emotional distress and damage to my professional reputation within the legal community.

I am prepared to pursue this matter through the Equal Employment Opportunity Commission (EEOC) and subsequent litigation. However, I am open to resolving this dispute through a settlement agreement to avoid the costs and publicity of trial. My current demand for settlement is [Dollar Amount], which represents [describe what it covers, e.g., severance, compensatory damages, and attorney fees].

Please respond to this letter by [Date] to confirm whether you wish to engage in settlement discussions. If I do not hear from you by that time, I will proceed with filing a formal Charge of Discrimination.

Sincerely,

[Your Signature]

[Your Printed Name]