

FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408

[Date]

[Employer Name]
[Employer Address]
[City, State, Zip Code]

RE: Notice of Claim and Demand for Settlement regarding [Your Name]

Dear [Name of Recipient or HR Director],

This letter serves as a formal notice of my claims against [Employer Name] for religious discrimination and failure to provide a reasonable accommodation in violation of Title VII of the Civil Rights Act of 1964.

Statement of Facts

I have been employed with [Employer Name] since [Start Date] as a [Job Title]. I hold a sincerely held religious belief that [Briefly describe the religious belief/practice, e.g., prevents me from working on Saturdays / requires me to wear specific religious attire].

On or about [Date], I formally requested a reasonable accommodation for my religious practices by [Describe how you requested the accommodation]. Despite my request, [Employer Name] failed to engage in an interactive process and denied my request on [Date]. Subsequent to this denial, I was subjected to [Describe adverse actions, e.g., termination, demotion, or disciplinary action] on [Date].

Legal Liability

Title VII prohibits employers from discriminating against employees based on religion and requires employers to reasonably accommodate an employee's religious beliefs unless doing so would cause an "undue hardship." Based on the facts, [Employer Name] failed to demonstrate that accommodating my request would result in a substantial increased cost in relation to the conduct of its particular business. Consequently, the company is liable for back pay, compensatory damages, and attorney's fees.

Settlement Demand

While I am prepared to pursue this matter through the Equal Employment Opportunity Commission (EEOC) and subsequent litigation, I am open to resolving this dispute amicably to avoid the costs and time associated with legal proceedings.

I hereby demand the following for a full and final release of all claims:

- Payment of [Dollar Amount] representing lost wages and benefits.

- Payment of [Dollar Amount] for emotional distress and compensatory damages.
- [Optional: Neutral reference / Reinstatement / Removal of disciplinary records].

This offer remains open until [Date/Time]. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]