

FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408

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

[Date]

[Name of Recipient/Legal Counsel]
[Company Name]
[Company Address]

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

Dear [Name of Recipient],

Please be advised that I am writing this letter to formally bring to your attention claims of gender discrimination and unequal compensation in violation of Title VII of the Civil Rights Act of 1964 and the Equal Pay Act.

Background and Factual Allegations

I began my employment with [Company Name] on [Date] in the position of [Job Title]. During my tenure, I have consistently performed my duties at a high level. However, it has come to my attention that I have been subjected to disparate treatment based on my gender. Specifically:

- [Insert specific instance of discrimination or biased behavior]
- [Insert specific instance regarding promotion denials or lack of opportunity]
- [Insert specific details regarding the pay gap compared to male counterparts in similar roles]

Legal Claims

The conduct described above constitutes a violation of Title VII, which prohibits employers from discriminating against employees on the basis of sex regarding compensation, terms, conditions, or privileges of employment. Furthermore, the discrepancy in pay between myself and my male colleagues for substantially equal work violates the Equal Pay Act.

Damages

As a result of these unlawful employment practices, I have suffered significant damages, including but not limited to:

- Back pay and lost wages due to unequal compensation;
- Loss of future earnings and benefits;

- Emotional distress and mental anguish;
- Statutory liquidated damages and potential attorney's fees.

Settlement Demand

I am prepared to resolve this matter efficiently to avoid the necessity of formal litigation or a complaint with the Equal Employment Opportunity Commission (EEOC). To that end, I am prepared to release all claims against [Company Name] in exchange for a total settlement payment of \$[Insert Amount].

This offer is a good-faith attempt to resolve this dispute. Please provide a response by [Insert Date]. If we are unable to reach an agreement, I reserve the right to pursue all available legal remedies.

Sincerely,

[Your Signature]

[Your Printed Name]