

SENT VIA EMAIL AND CERTIFIED MAIL

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

[Date]

[Employer Name]
[Attn: Human Resources / Legal Department]
[Employer Address]

RE: FINAL NOTICE AND SETTLEMENT DEMAND - [Your Name] v. [Company Name]

To [Name of Contact Person or Department]:

This letter serves as formal notice of my intent to file a Charge of Discrimination with the Equal Employment Opportunity Commission (EEOC) regarding unlawful retaliation in violation of Title VII of the Civil Rights Act of 1964.

As you are aware, I engaged in protected activity on [Date of Original Complaint] when I reported [Briefly mention the original issue, e.g., sexual harassment or racial discrimination]. Following this report, [Company Name] subjected me to the following retaliatory actions: [List actions, e.g., termination, demotion, or hostile work environment].

Under Title VII, it is illegal for an employer to take adverse action against an employee for opposing an unlawful employment practice. The timeline of events clearly demonstrates a causal connection between my protected complaint and the adverse actions taken against me.

I am prepared to pursue all available legal remedies, including but not limited to back pay, front pay, compensatory damages, and attorney's fees. However, in the interest of resolving this matter efficiently and avoiding the time and expense of litigation, I am willing to settle all claims for the sum of \$[Dollar Amount].

This offer is a final attempt to resolve this dispute before I formally initiate the EEOC process. If we are unable to reach an agreement by [Date, e.g., 7 days from today], I will proceed with filing my charge and will explore all further legal options.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]