

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Employer Name]
[Attn: Human Resources or Legal Department]
[Employer Address]
[City, State, Zip Code]

RE: CONFIDENTIAL SETTLEMENT COMMUNICATION FOR PURPOSES OF RULE 408

Dear [Name of Recipient],

I am writing to you regarding my employment with [Employer Name] and the unlawful treatment I have been subjected to based on my sexual orientation. This letter serves as a formal notice of my claims under Title VII of the Civil Rights Act of 1964 and as a formal demand for settlement before I pursue further legal action through the Equal Employment Opportunity Commission (EEOC) and federal court.

Factual Background

I began my employment with [Employer Name] on [Start Date] as a [Job Title]. Throughout my tenure, I consistently performed my duties at a high level. However, I was subjected to a hostile work environment and/or adverse employment actions including [list specific incidents, such as: derogatory comments, denial of promotion, unequal pay, or termination] because of my sexual orientation.

Specifically, on [Date], [Name of Supervisor/Colleague] engaged in the following conduct: [Describe specific incident]. Despite reporting these matters to [Name of Person/Department] on [Date], no effective remedial action was taken. Instead, [describe any retaliation or further discrimination].

Legal Claims

The Supreme Court's ruling in *Bostock v. Clayton County* clarified that Title VII's prohibition against discrimination "because of sex" includes discrimination based on sexual orientation. The actions taken by [Employer Name] constitute a clear violation of federal law, exposing the company to liability for back pay, front pay, compensatory damages for emotional distress, punitive damages, and attorney's fees.

Settlement Demand

In the interest of resolving this matter efficiently and avoiding the costs and publicity of

protracted litigation, I am prepared to release all claims against [Employer Name] in exchange for the following:

- A lump sum payment of \$[Amount] representing lost wages and compensatory damages;
- [Optional: A neutral letter of reference];
- [Optional: Agreement not to contest unemployment benefits].

This offer is made for settlement purposes only. If I do not receive a meaningful response by [Date], I will proceed with filing a formal charge of discrimination with the EEOC and seek all available legal remedies.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]