

**PRIVILEGED AND CONFIDENTIAL
FOR SETTLEMENT PURPOSES ONLY PURSUANT TO FRE 408**

[Date]

[Managing Partner Name]
[Law Firm/Company Name]
[Street Address]
[City, State, Zip Code]

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

Dear [Managing Partner Last Name],

I am writing to you in an effort to resolve serious legal claims arising from my employment with [Company Name] regarding violations of Title VII of the Civil Rights Act of 1964. I am prepared to pursue formal litigation; however, I believe it is in the best interest of both parties to reach a confidential resolution at this stage.

Factual Background

During my tenure, specifically starting on or about [Date], I was subjected to [briefly describe discriminatory actions, e.g., harassment, disparate treatment, or failure to promote] based on my [protected class, e.g., race, sex, religion]. Despite reporting these issues to [Name of Supervisor or HR] on [Date], no effective remedial action was taken. Instead, I faced [describe retaliation, if applicable].

Legal Claims

The facts of this case constitute clear violations of Title VII, including:

1. Unlawful Discrimination based on [Protected Class].
2. Hostile Work Environment.
3. Unlawful Retaliation for Engaging in Protected Activity.

Damages

As a direct result of these actions, I have suffered significant damages, including but not limited to:

- Back pay and lost benefits;
- Front pay/Future loss of earnings;
- Compensatory damages for emotional distress and mental anguish;
- Statutory attorney's fees and costs.

Settlement Demand

To avoid the publicity, expense, and uncertainty of federal litigation, I am prepared to release all claims against [Company Name] and its employees in exchange for a total payment of \$[Dollar Amount]. This offer includes a comprehensive confidentiality agreement and a non-disparagement clause.

This offer shall remain open until [Time] on [Date]. If we are unable to reach an agreement by this time, I will proceed with filing a formal charge with the Equal Employment Opportunity Commission (EEOC) and subsequent civil litigation.

I look forward to your timely response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]