

**PRIVILEGED AND CONFIDENTIAL
FOR SETTLEMENT PURPOSES ONLY PURSUANT TO [INSERT STATE/FEDERAL
RULE, E.G., FRE 408]**

[Date]

[Name of Managing Partner or General Counsel]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Notice of Claims and Settlement Offer - [Your Name]

Dear [Name],

Please be advised that I am writing this letter to formally address the hostile work environment I have been subjected to during my tenure at [Law Firm Name], specifically regarding the conduct of [Partner's Name].

As documented in previous internal communications dated [Dates of Reports], I have been subjected to a pattern of [briefly list behaviors, e.g., verbal abuse, discriminatory remarks, or retaliatory actions]. Despite my efforts to resolve these issues through [HR/Internal Channels], the firm has failed to take remedial action, rendering my continued employment untenable.

Based on the evidence collected, I am prepared to pursue formal legal action for violations of [State/Federal laws, e.g., Title VII of the Civil Rights Act]. Such action would necessarily involve public filings and discovery regarding firm culture and management practices.

However, in the interest of reaching an amicable and private resolution, I am prepared to release all claims against the firm and its partners in exchange for the following settlement terms:

- **Monetary Compensation:** A lump sum payment of \$[Amount], representing [Number] months of salary and emotional distress damages.
- **Severance Benefits:** Continued health insurance coverage through [Date].
- **Reference:** A neutral letter of reference and a mutual non-disparagement agreement.
- **Confidentiality:** A strictly confidential settlement agreement.

This offer remains 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 [EEOC/State Agency] and initiating litigation.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]