

[Date]

[Recipient Name]

[Managing Partner / HR Director]

[Law Firm Name]

[Firm Address]

RE: Notice of Formal Complaint and Demand for Resolution

Dear [Recipient Name],

I am writing to formally address the ongoing issues regarding sexual harassment that I have experienced during my tenure as an Associate Attorney at [Law Firm Name]. This letter serves as a formal notification of these grievances and a request for a prompt and equitable resolution.

Specifically, I am bringing forward allegations regarding the conduct of [Name of Offender(s)], which occurred on or about [Date(s)/Timeframe]. The conduct included, but was not limited to: [Briefly describe the incidents, e.g., inappropriate comments, unwelcome physical contact, or hostile work environment].

This behavior is a violation of both firm policy and applicable employment laws. It has created an intimidating and hostile professional environment, which has interfered with my ability to perform my duties as an attorney.

I am seeking a resolution that includes the following terms:

- [Term 1: e.g., Immediate cessation of all harassing behavior]
- [Term 2: e.g., Formal disciplinary action against the offender]
- [Term 3: e.g., Separation of work environments or reassignment]
- [Term 4: e.g., Financial compensation for emotional distress and damages]
- [Term 5: e.g., A mutual release of claims and a confidential settlement agreement]

I would prefer to resolve this matter internally and amicably. However, please be advised that I am prepared to pursue all available legal remedies, including filing a charge with the EEOC or relevant state agency, should we be unable to reach a satisfactory resolution by [Date].

Please acknowledge receipt of this letter and indicate your availability to discuss this matter further by [Date].

Sincerely,

[Your Name]

Associate Attorney

[Your Contact Information]