

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

[Date]

[Name of Managing Partner/HR Director]  
[Law Firm Name]  
[Firm Address]

## **RE: NOTICE OF HOSTILE WORK ENVIRONMENT AND FORMAL DEMAND**

Dear [Recipient Name],

I am writing this letter to formally notify [Law Firm Name] of a persistent hostile work environment that I have been subjected to during my employment as a Paralegal. This letter serves as a formal demand for the firm to take immediate remedial action to address these unlawful employment practices.

Since [Date/Time Period], I have been subjected to severe and pervasive conduct that has interfered with my work performance and created an intimidating and offensive atmosphere. Specifically, the conduct includes:

- [Describe specific incident of harassment, verbal abuse, or discrimination]
- [Describe specific incident involving a supervising attorney or colleague]
- [Describe any retaliatory actions taken after previous internal complaints]

I have previously attempted to resolve these issues by [mentioning any prior reports to HR/Partners, if applicable]. Despite these efforts, the firm has failed to take effective corrective measures, allowing the hostile behavior to continue unabated.

As a legal professional, I am aware that such conduct violates Title VII of the Civil Rights Act of 1964 and [State] labor laws. The environment at [Law Firm Name] has become untenable, causing significant emotional distress and professional damages.

I am prepared to pursue all available legal remedies, including filing a charge with the Equal Employment Opportunity Commission (EEOC) and pursuing civil litigation. However, in the interest of resolving this matter efficiently, I am open to discussing a settlement that includes:

- [Demand 1: e.g., Immediate transfer or change in supervision]
- [Demand 2: e.g., Compensation for emotional distress and lost wages]
- [Demand 3: e.g., A formal severance package if resignation is necessary]

Please provide a written response to this letter by [Date/Time] regarding the firm's position and its proposed steps to rectify this situation. I look forward to your prompt attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]