

**PRIVILEGED AND CONFIDENTIAL
FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO FRE 408**

[Date]

[Recipient Name]
[Recipient Title]
[Law Firm Name]
[Address]
[City, State, Zip Code]

RE: Notice of Claims and Settlement Demand - [Your Name] v. [Law Firm Name]

Dear [Recipient Name],

This letter serves as a formal notice regarding claims of workplace harassment and discrimination in violation of Title VII of the Civil Rights Act of 1964. [Your Name] ("Claimant") is prepared to pursue legal action against [Law Firm Name] ("the Firm") based on the following facts and legal grounds.

Summary of Allegations

During the period of [Start Date] to [End Date], Claimant was subjected to a hostile work environment and discriminatory conduct based on [Protected Class - e.g., sex, race, religion]. Specific incidents include, but are not limited to:

- [Description of incident 1]
- [Description of incident 2]

Claimant reported these actions to [Supervisor/HR Name] on [Date], yet the Firm failed to take appropriate remedial action.

Legal Claims

The aforementioned conduct constitutes a violation of Title VII, specifically regarding [Hostile Work Environment / Retaliation / Quid Pro Quo Harassment]. The Firm is liable for the actions of its partners/employees and for the failure to maintain a workplace free from harassment.

Settlement Demand

In an effort to resolve this matter efficiently and avoid the costs and publicity of litigation, Claimant proposes a settlement based on the following terms:

- **Monetary Payment:** A lump sum payment of \$[Amount] for emotional distress, back pay, and compensatory damages.
- **Neutral Reference:** The Firm will provide a neutral employment reference for Claimant.
- **Non-Disparagement:** A mutual agreement to refrain from making disparaging remarks.
- **Release of Claims:** Claimant will execute a full release of all claims against the Firm.

This offer is valid until [Expiration Date/Time]. If we do not reach an agreement in principle by this date, Claimant is prepared to file a formal charge with the EEOC and proceed with litigation.

We look forward to your prompt response.

Sincerely,

[Your Signature / Attorney Signature]

[Printed Name]