

**CONFIDENTIAL AND PRIVILEGED  
FOR SETTLEMENT PURPOSES ONLY**

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Re: Settlement Agreement and Release of Claims regarding Grievance dated [Date of Grievance]

Dear [Employee Name],

This letter sets forth the terms of the settlement agreement between [Law Firm Name] ("the Firm") and you regarding the harassment grievance filed by you on [Date].

**1. Settlement Payment:** The Firm agrees to pay you a total gross sum of \$[Amount]. This amount shall be allocated as follows: [Specify breakdown of wages vs. compensatory damages]. This payment will be made within [Number] days of the effective date of this agreement.

**2. Employment Status:** [Select one: Your employment will continue under the following conditions OR Your voluntary resignation is accepted effective (Date)].

**3. Remedial Actions:** The Firm agrees to take the following internal steps: [List actions such as mandatory training, department transfer, or policy updates].

**4. Release of Claims:** In exchange for the consideration provided in this agreement, you agree to waive, release, and forever discharge the Firm, its partners, and employees from any and all claims, demands, or causes of action related to the grievance and your employment to date.

**5. Confidentiality:** You agree to keep the terms and existence of this settlement strictly confidential, except as required by law or to consult with legal/financial advisors.

**6. Non-Disparagement:** Both parties agree not to make any negative or disparaging statements regarding the other party to any third parties.

**7. No Admission of Liability:** This agreement does not constitute an admission of wrongdoing or liability by the Firm or any of its employees.

**8. Governing Law:** This agreement shall be governed by the laws of the State of [State].

Please indicate your acceptance of these terms by signing below and returning this letter by [Deadline Date].

Sincerely,

[Name of Partner/HR Director]  
[Title]  
[Law Firm Name]

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**AGREED AND ACCEPTED:**

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[Employee Name]

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Date