

[Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[Phone Number]  
[Email]

[Date]

**SENT VIA [METHOD, E.G., CERTIFIED MAIL / EMAIL]**

[Employer Name]  
[Recipient Name/Legal Department]  
[Address Line 1]  
[Address Line 2]

**RE: Notice of Legal Claim and Confidential Settlement Demand**

**Employee:** [Client Name]

**Employer:** [Company Name]

**Date of Termination:** [Date]

To [Recipient Name/Counsel],

Please be advised that this office represents [Client Name] in connection with their legal claims against [Company Name] arising from their employment and subsequent wrongful termination.

**I. FACTUAL BACKGROUND**

[Client Name] was employed by [Company Name] for [Duration] as a [Job Title]. During their tenure, [Client Name] performed their duties at a high level. However, on or about [Date], [Client Name] engaged in protected activity by [Describe Activity, e.g., reporting harassment / filing a safety complaint / requesting FMLA].

**II. LEGAL CLAIMS**

Shortly after engaging in the aforementioned protected activity, [Client Name] was subjected to [Describe Retaliatory Acts], culminating in their termination on [Date]. We have concluded that [Company Name]'s actions constitute:

- Retaliatory Discharge in violation of [State/Federal Law];
- Wrongful Termination in violation of Public Policy;
- [Insert additional claims, e.g., Breach of Contract, Discrimination].

**III. DAMAGES**

As a direct result of your company's unlawful conduct, [Client Name] has suffered significant economic and non-economic damages, including:

- Back pay and lost benefits from [Date] to present;
- Front pay and future loss of earnings;

- Compensatory damages for emotional distress and reputational harm;
- Statutory attorney's fees and legal costs.

#### **IV. SETTLEMENT DEMAND**

While our client is prepared to file a formal complaint with the [EEOC/State Agency] and proceed to litigation in [Court Name], they are willing to resolve this matter pre-litigation to avoid the expense and publicity of trial.

Accordingly, [Client Name] hereby demands the sum of **\$[Amount]** as a full and final settlement of all claims. This offer is contingent upon a standard settlement agreement including a release of claims and mutual confidentiality.

#### **V. CONCLUSION**

This offer shall remain open until [Time] on [Date]. If we do not receive a substantive response by that time, we will proceed with the immediate filing of legal action. We further remind you of your obligation to preserve all documents, emails, and electronic data related to [Client Name]'s employment and termination.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]