

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

[Date]

[Employer Name]  
[Recipient Name/Legal Department]  
[Employer Address]

**RE: CONFIDENTIAL SETTLEMENT COMMUNICATION FOR DETERMINATION OF CLAIMS**

Dear [Recipient Name],

I am writing to formally propose a settlement regarding my recent termination from [Company Name] on [Date of Termination]. Based on the facts surrounding my employment, I am prepared to pursue legal claims for discrimination, retaliation, and wrongful termination under [State/Federal Laws, e.g., Title VII of the Civil Rights Act].

Prior to my termination, I engaged in protected activity by [describe brief action, e.g., filing a formal complaint regarding discrimination based on race/gender/age] on [Date]. Shortly thereafter, my employment was terminated, which I contend was a direct act of retaliation and discriminatory practice.

In the interest of resolving this matter efficiently and avoiding the costs and publicity of formal litigation, I am prepared to release all claims against [Company Name] in exchange for the following:

- **Monetary Compensation:** A lump sum payment of \$[Amount], representing lost wages, emotional distress, and liquidated damages.
- **Benefits:** Compensation for [number] months of COBRA premiums.
- **Employment Record:** Agreement to characterize my departure as a voluntary resignation and provide a neutral reference to future employers.
- **Mutual Non-Disparagement:** An agreement that neither party will disparage the other.

This offer is made for settlement purposes only and is protected under Rule 408 of the Federal Rules of Evidence (and similar state statutes). This proposal remains open until [Time] on [Date].

I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]