

[Law Firm Letterhead]

[Date]

[Opposing Counsel Name]
[Opposing Law Firm Name]
[Address]
[City, State, Zip]

RE: FINAL SETTLEMENT OFFER - CONFIDENTIAL FOR SETTLEMENT PURPOSES ONLY

Matter: [Client Name] v. [Employer Name]
Case No: [If applicable]

Dear [Opposing Counsel Name],

Following our mediation session held on [Date], and after further consultation with our client, [Client Name], we are authorized to extend this final formal settlement offer to resolve all claims related to the alleged wrongful termination and retaliation.

This offer is contingent upon the execution of a formal settlement agreement containing the following material terms:

- **Settlement Amount:** A total gross sum of \$[Amount], payable as follows:
 - \$[Amount] for alleged back pay and lost wages (W-2).
 - \$[Amount] for non-wage compensatory damages (1099).
 - \$[Amount] for statutory attorney's fees and costs.
- **Release of Claims:** A full and comprehensive release of all claims by [Client Name] against [Employer Name] and its affiliates.
- **Mutual Non-Disparagement:** Both parties shall agree not to disparage the other.
- **Confidentiality:** The terms and existence of this settlement shall remain strictly confidential.
- **Neutral Reference:** The company shall provide a neutral reference consisting only of dates of employment and positions held.

This offer is our final position. If this offer is not accepted by [Time] on [Date], it shall be deemed withdrawn, and we will proceed with [Discovery/Litigation/Trial].

We look forward to your response.

Sincerely,

[Attorney Name]
[Law Firm Name]