

**PRIVILEGED AND CONFIDENTIAL
FOR SETTLEMENT PURPOSES ONLY PURSUANT TO [State/Federal] RULE OF
EVIDENCE 408**

[Date]

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

RE: Settlement Offer Regarding Termination of [Your Name]

Dear [Name of Contact Person or Legal Counsel],

I am writing regarding the termination of my employment on [Date]. While the company has characterized my departure as [Reason Given], the facts indicate that my termination was a direct result of retaliation for [mention protected activity, e.g., filing a complaint, whistleblowing, or requesting medical leave].

I believe I have strong legal claims for wrongful termination and retaliation under [mention specific laws, e.g., Title VII, ADA, FMLA, or State Labor Codes]. However, I am interested in resolving this matter efficiently and privately without the need for formal litigation.

To settle all potential claims and release [Company Name] from any further liability, I am proposing the following settlement terms:

- **Severance Payment:** A lump sum payment equivalent to [Number] months of salary, totaling \$[Amount].
- **Benefits:** Payment of COBRA premiums for a period of [Number] months.
- **Employment Record:** Agreement to characterize my departure as a "voluntary resignation" and provide a neutral reference to future employers.
- **Mutual Non-Disparagement:** Both parties agree to refrain from making negative statements regarding the other.

This offer is a good-faith attempt to reach a compromise. If we are unable to reach an agreement by [Date], I will be forced to pursue formal legal action through the [EEOC/State Labor Board] and civil court.

I look forward to your response.

Sincerely,

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