

CONFIDENTIAL FOR SETTLEMENT PURPOSES ONLY

[Date]

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

Re: Notice of Legal Claims and Settlement Offer regarding [Employee Name]

Dear [Name of Contact Person or Legal Counsel],

Please be advised that I am writing to formally address the circumstances surrounding my recent employment and termination with [Company Name]. Based on the facts of my tenure, I am prepared to pursue legal action involving claims of Hostile Work Environment, Retaliation, and Wrongful Termination.

During my employment, I was subjected to a hostile work environment consisting of [briefly list type of harassment or behavior]. Despite my formal complaints filed on [Date] to [Name of Person/HR Department], no effective remedial action was taken. Instead, the company engaged in direct retaliation, culminating in my wrongful termination on [Date of Termination].

I believe that my termination was a direct result of my protected activity and that the company has violated state and federal labor laws. While I am prepared to file a formal complaint with the [EEOC / State Agency] and proceed to litigation, I am open to resolving this matter out of court to avoid the costs and publicity of legal proceedings.

I am proposing a full and final settlement of all claims in exchange for the following:

- **Monetary Compensation:** A lump sum payment of \$[Amount], representing lost wages, emotional distress, and liquidated damages.
- **Neutral Reference:** An agreement that the company will provide only my dates of employment and job title to future employers.
- **Personnel File:** Characterization of my departure as a "voluntary resignation" rather than a termination.
- **Mutual Non-Disparagement:** An agreement that neither party will disparage the other moving forward.

This offer is made for settlement purposes only and shall not be admissible in any subsequent legal proceeding. This offer will remain open until [Date/Time]. If we cannot reach an agreement by this time, I will proceed with formal legal action.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]