

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

[Date]

[Recipient Name]
[Title]
[Company Name]
[Company Address]

RE: CONFIDENTIAL SETTLEMENT COMMUNICATION FOR SETTLEMENT PURPOSES ONLY

Dear [Recipient Name],

I am writing regarding the termination of my employment as [Your Executive Job Title] on [Date]. It is my position that my termination was not a legitimate business decision, but rather a direct act of retaliation resulting from [Briefly mention protected activity, e.g., my internal report regarding financial irregularities / my complaints regarding regulatory non-compliance].

The evidence indicates that my discharge constitutes wrongful termination in violation of [State/Federal] laws and the terms of my executive employment agreement dated [Date]. These actions have caused significant financial loss and damage to my professional reputation in the industry.

In the interest of avoiding protracted and public litigation, I am prepared to resolve all potential claims against [Company Name] under the following terms:

- **Severance Payment:** A lump-sum payment equivalent to [Number] months of base salary and target bonus.
- **Equity Vesting:** Immediate acceleration of all unvested [Stock Options/RSUs].
- **Benefits:** Continued health insurance coverage (COBRA) at the company's expense for [Number] months.
- **Reference:** A neutral letter of reference and a mutual non-disparagement agreement.
- **Legal Fees:** Reimbursement of my legal expenses incurred to date in the amount of \$[Amount].

This offer is a good-faith attempt to reach an amicable resolution. If we are unable to reach an agreement by [Date], I will be forced to pursue all available legal remedies, including filing a formal complaint with the [EEOC/Relevant Agency] and initiating a civil lawsuit.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]