

CONFIDENTIAL FOR SETTLEMENT PURPOSES ONLY PURSUANT TO [Insert State Rule, e.g., California Evidence Code 1152 / Federal Rule 408]

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

[Date]

[Employer Name]
[Employer Address]
[Attn: HR Department or Legal Department]

RE: Notice of Claims and Good Faith Settlement Offer regarding [Your Name]

Dear [Name of Contact Person],

I am writing to formally address the termination of my employment on [Date of Termination]. I believe that my discharge was a direct result of unlawful retaliation following my protected activity, specifically [briefly describe the protected act, e.g., reporting harassment, filing a safety complaint, or requesting medical leave] on [Date].

I am prepared to pursue formal legal action to address these claims, including filing a charge with the [EEOC / State Agency] and a subsequent civil lawsuit for wrongful termination in violation of public policy and retaliation. Based on the facts of this case, I am confident in my ability to prove that my termination was a pretext for retaliation.

However, in the interest of a timely and amicable resolution for both parties, I am willing to offer a full and final release of all claims in exchange for the following settlement terms:

- **Monetary Compensation:** A gross payment of \$[Amount] representing [Number] months of lost wages and compensatory damages.
- **Neutral Reference:** An agreement to provide a neutral reference to future employers consisting only of my dates of employment and job title.
- **Personnel File:** Reclassification of my termination as a "voluntary resignation" in my personnel file.
- **Benefits:** Payment of COBRA premiums for a period of [Number] months.

This offer is made in good faith to avoid the significant costs, time, and publicity associated with litigation. This offer remains open until [Time] on [Date]. If we cannot reach an agreement by this time, I will proceed with formal legal counsel to protect my rights.

I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]