

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: SETTLEMENT OFFER REGARDING CLASSIFICATION DISPUTE**

Dear [Recipient Name],

This letter is regarding the ongoing dispute concerning the professional relationship and classification between [Company Name] and [Contractor Name] for the period of [Start Date] to [End Date].

While [Company Name] maintains that the classification of [Contractor Name] as an independent contractor was legally accurate and consistent with the nature of the services provided, we recognize the mutual benefit of reaching an amicable resolution to avoid the costs and uncertainties of formal litigation or administrative proceedings.

Therefore, [Company Name] proposes the following terms for a full and final settlement of all claims related to employment status, including but not limited to claims for unpaid overtime, benefits, tax withholdings, and expense reimbursements:

- **Settlement Amount:** A one-time gross payment of \$[Amount].
- **Release of Claims:** Both parties will sign a general release waiving all current and future claims arising from the working relationship.
- **Confidentiality:** The terms and existence of this settlement shall remain strictly confidential.
- **No Admission of Liability:** This settlement does not constitute an admission of misclassification or any legal wrongdoing by either party.

Please review this proposal. This offer is valid until [Expiration Date]. If you agree to these terms, we will provide a formal Settlement and Release Agreement for signature.

Sincerely,

[Your Signature]

[Your Printed Name]