

**PRIVILEGED AND CONFIDENTIAL  
FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408**

[Attorney Name]  
[Law Firm Name]  
[Address]  
[City, State, Zip]

[Date]

[Recipient Name]  
[Company Name]  
[Address]  
[City, State, Zip]

**RE: Notice of Misclassification Claims and Settlement Demand - [Client Name]**

Dear [Recipient Name/Legal Counsel],

This law firm represents [Client Name] regarding [his/her/their] engagement with [Company Name] from [Start Date] to [End Date]. Based on our review of the facts, it is evident that [Client Name] was misclassified as an independent contractor when [he/she/they] should have been classified as an employee under [State/Federal] law.

Our investigation indicates that [Company Name] exerted significant control over the manner and means of [Client Name]'s work, including [list examples: set schedules, equipment requirements, integration into business operations]. As a result of this misclassification, our client is entitled to, and seeks recovery for, the following:

- Unpaid overtime compensation;
- Unreimbursed business expenses;
- Unpaid minimum wages;
- Failure to provide meal and rest periods;
- Liquidated damages and statutory penalties;
- Employer-side tax contributions (Social Security, Medicare, Unemployment).

While our client is prepared to file a formal complaint with the [Department of Labor / Court], we believe an amicable resolution may be in the best interest of both parties to avoid the costs and publicity of litigation.

**Settlement Demand**

On behalf of [Client Name], we propose a full and final settlement of all claims in the amount of **[\$Dollar Amount]**. This offer is contingent upon the execution of a formal settlement agreement containing a mutual release of claims.

This offer shall remain open until [Time] on [Date]. If we do not receive a response by this time, we will proceed with all necessary legal actions to protect our client's rights.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]