

[Date]

[Name of EEOC Investigator/Mediator]
Equal Employment Opportunity Commission
[Local Office Address]

Re: [Charging Party Name] v. [Respondent Name]
EEOC Charge No.: [Charge Number]

Dear [Name],

Following the EEOC's Letter of Determination dated [Date], [Respondent Name] submits the following proposed terms for a Conciliation Agreement to resolve the above-referenced matter.

I. Monetary Relief

Respondent proposes a total settlement amount of \$[Amount], to be allocated as follows:

- Back Pay (less applicable withholdings): \$[Amount]
- Compensatory Damages: \$[Amount]
- Attorney's Fees (if applicable): \$[Amount]

II. Non-Monetary and Injunctive Relief

- **Policy Revision:** Respondent will review and revise its [Specific Policy, e.g., Anti-Discrimination/Harassment] policy to ensure full compliance with [Title VII/ADA/ADEA].
- **Training:** Respondent will provide mandatory training on [Specific Topic] to all supervisors and managers at the [Location] facility within [Number] days of the execution of this Agreement.
- **Reporting:** Respondent will provide the EEOC with semi-annual reports for a period of [Number] years regarding any internal complaints of [Basis of Charge].
- **Notice Posting:** Respondent will post a notice at its workplace for [Number] days informing employees of their rights under federal EEO laws.

III. Other Terms

- **Neutral Reference:** Respondent agrees to provide a neutral reference for the Charging Party consisting only of dates of employment and positions held.
- **Record Expungement:** Respondent will remove any references to the Charge of Discrimination or related disciplinary actions from the Charging Party's personnel file.
- **Release of Claims:** The Charging Party will execute a full and final release of all claims arising from their employment and the facts alleged in this charge.

These terms are proposed in the interest of a voluntary and amicable resolution. We look forward to your response or the Charging Party's counter-proposal.

Sincerely,

[Your Name/Representative Name]

[Title]

[Company/Law Firm Name]