

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

[Date]

[Employer Name]  
[Attn: Human Resources / Legal Department]  
[Employer Address]

**RE: NOTICE OF INTENT TO FILE LAWSUIT FOR WRONGFUL TERMINATION**

To [Name of Contact Person or Department],

Please accept this letter as formal notice of my intent to file a lawsuit against [Employer Name] for wrongful termination of my employment, which occurred on [Date of Termination].

I believe my termination was unlawful based on the following grounds: [Briefly state legal basis, e.g., breach of contract, discrimination, retaliation for whistleblowing, or violation of public policy]. Specifically, [Provide 1-2 sentences of factual detail].

I am prepared to pursue all available legal remedies, including but not limited to, claims for back pay, front pay, compensatory damages, punitive damages, and attorney's fees. However, in the interest of avoiding protracted litigation, I am open to discussing a formal settlement to resolve this matter out of court.

Please have your legal representative contact me no later than [Date, e.g., 14 days from today] to discuss a potential resolution. If I do not hear from you by this date, I will proceed with filing a formal complaint with the appropriate court or administrative agency.

Furthermore, consider this letter a formal demand to preserve all evidence related to my employment and termination, including emails, personnel files, performance reviews, and internal communications.

Sincerely,

[Your Signature]

[Your Printed Name]