

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

[Date]

[Employer Name]
[Recipient Name/Title, e.g., HR Director or Legal Counsel]
[Employer Address]

RE: NOTICE OF INTENT TO SUE FOR EMPLOYMENT DISCRIMINATION

Dear [Recipient Name],

This letter serves as formal notice that I intend to file a lawsuit against [Employer Name] in [State/Federal] court for unlawful employment discrimination based on [Basis of Discrimination, e.g., race, gender, age, disability, religion].

I am pursuing this legal action following the conclusion of the administrative process with the [EEOC / State Agency] and the receipt of my "Right to Sue" notice dated [Date on Notice].

The grounds for this legal action include, but are not limited to, the following incidents: [Briefly describe the discriminatory acts, such as wrongful termination, harassment, or failure to promote]. These actions constitute a violation of [Title VII of the Civil Rights Act / The ADA / The ADEA / State Labor Laws].

Through this lawsuit, I will be seeking relief including, but not limited to:

- Back pay and front pay;
- Compensatory and punitive damages;
- Attorney's fees and legal costs;
- Reinstatement (if applicable).

Furthermore, [Employer Name] is hereby formally instructed to preserve all evidence related to my employment and these claims, including emails, personnel files, payroll records, and internal communications. Failure to preserve this data may result in legal sanctions for spoliation of evidence.

I remain open to resolving this matter through a formal settlement or mediation prior to the filing of the complaint. If you or your legal representative wish to discuss a resolution, please contact me or my counsel by [Deadline Date]. Otherwise, I will proceed with the filing of the summons and complaint.

Sincerely,

[Your Signature]

[Your Printed Name]