

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

[Date]

[Employer Name]
[Recipient Name/Title]
[Company Address]

RE: NOTICE OF INTENT TO SUE FOR WRONGFUL TERMINATION

Dear [Recipient Name],

This letter serves as formal notice of my intent to file a legal claim against [Company Name] regarding my wrongful termination on [Date of Termination].

I believe my discharge was unlawful based on the following grounds:

- [Insert Reason: e.g., Discrimination based on age/race/gender]
- [Insert Reason: e.g., Retaliation for reporting safety violations]
- [Insert Reason: e.g., Breach of employment contract]
- [Insert Reason: e.g., Violation of public policy]

The facts supporting this claim include: [Briefly describe the events leading to termination].

I am prepared to pursue this matter in court to seek damages for lost wages, benefits, emotional distress, and legal fees. However, I am open to discussing a settlement to resolve this matter without formal litigation.

Please respond to this letter by [Date - typically 10-14 days] to indicate whether you wish to engage in settlement discussions. If I do not hear from you by that time, I will proceed with filing a formal complaint with the [Relevant Labor Board/EEOC] and initiating a lawsuit.

Please also consider this a formal demand to preserve all evidence related to my employment and termination, including emails, personnel files, and communication logs.

Sincerely,

[Your Signature]

[Your Printed Name]