

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

[Date]

[Employer Name]
[Recipient Name/Title, e.g., HR Director]
[Company Address]

RE: NOTICE OF CLAIM FOR WRONGFUL TERMINATION

Dear [Recipient Name],

Please accept this letter as formal notice of my claim for wrongful termination against [Company Name] regarding the cessation of my employment on [Date of Termination].

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

- [Insert Reason: e.g., Breach of Employment Contract]
- [Insert Reason: e.g., Discrimination based on Age/Race/Gender/Disability]
- [Insert Reason: e.g., Retaliation for Whistleblowing or Filing a Complaint]
- [Insert Reason: e.g., Violation of Public Policy]

Specifically, [Provide a brief, factual description of the events leading to termination].

I am prepared to pursue formal legal action to protect my rights, including filing a complaint with the [State Labor Board/EEOC] and pursuing litigation if necessary. However, I am open to discussing a resolution to this matter to avoid the time and expense of a legal proceeding.

I request that [Company Name] preserve all documents, emails, and personnel records related to my employment and subsequent termination as required by law.

I look forward to receiving a response from you or your legal representative by [Date, e.g., 14 days from today].

Sincerely,

[Your Signature]

[Your Printed Name]