

# Settlement Offer Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

## **Subject: Settlement Offer Regarding Employment Termination**

Dear [Recipient's Name],

I am writing to formally propose a settlement regarding the recent termination of my employment with [Company's Name]. While I have considered my legal options, I believe that a mutually beneficial resolution can be reached without further escalation.

In light of the circumstances surrounding my termination on [Termination Date], I propose the following terms for settlement:

- Severance payment of [amount] to be paid within [timeframe].
- A neutral letter of reference to be provided by [Company's Name].
- Continued health insurance benefits for [duration].
- Mutual non-disclosure agreement to protect both parties.

I believe this settlement offer provides a fair resolution to our current dispute and allows us both to move forward seamlessly. Please consider this offer and respond by [response deadline]. I am hopeful that we can resolve this matter amicably.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]