

Settlement Agreement Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Subject: Settlement Agreement for Worker Injury Case

Dear [Employee's Name],

This letter serves as a formal settlement agreement regarding the injury sustained on [Insert Date of Injury] while performing duties at [Company Name]. Our mutual intention is to amicably resolve this matter.

Settlement Amount: [Insert Settlement Amount]

Payment Schedule: [Insert Payment Terms]

By signing below, you agree to release [Company Name] from any further claims relating to this incident.

Thank you for your attention to this matter. If you agree to the above terms, please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Employee's Name] - Signature

Date: _____