

SAMPLE DEMAND LETTER

*A demand letter should fit on **one page**.*

Writing "without prejudice" can help ensure what you say in the letter isn't used against you if you ultimately proceed with legal action.

Subject line is brief, reflects key issue.

How were your rights infringed upon? What law/laws are relevant?

Set out and number your demands.

Set a deadline (2 weeks is generally reasonable).

[EMPLOYER NAME]
[EMPLOYER ADDRESS]

WITHOUT PREJUDICE

RE: Termination

Dear [EMPLOYER CONTACT NAME],

I was employed at [COMPANY NAME] from [START DATE] until [END DATE]. Throughout my employment, I was a motivated and effective worker.

On [DATE], I made a formal complaint with Human Resources about persistent sexual harassment by [NAME AND JOB TITLE]. The sexual harassment continued, and I made a subsequent complaint to Human Resources on [DATE]. These complaints were never sufficiently addressed or taken seriously.

In a private meeting on [DATE], two days after my second complaint, Human Resources Manager, [NAME], told me that my complaints were disruptive and that I was creating a hostile work environment. Citing these comments, I was given the choice to either resign and receive 2 weeks' pay or face legal consequence.

Briefly summarize relevant details. Be concise but specific.

The egregious and disproportionate discipline in retaliation for my complaints of sexual harassment is evidence of gender discrimination, and I am entitled to general damages for discriminatory treatment under the *Nova Scotia Human Rights Act*.

In the interest of resolving this matter expeditiously, I will release you from any future claims in relation to the termination of my employment in exchange for the following:

- 1.[NUMBER OF WEEKS]' severance pay as a lump sum;
- 2.[AMOUNT] in human rights damages;
- 3.If my record of employment indicates a resignation, that it be revised to indicate a layoff;
- 4.A reference letter, the wording of which is to be agreed on, and also verification that no oral reference will be given that contradicts the letter.

The Halifax WAC can help determine reasonable demands if you're unsure.

Please provide a response by [DATE]. If no such response is received, I will proceed with formal legal action.

You can contact me regarding our settlement at [YOUR EMAIL ADDRESS]. I look forward to hearing from you.

Sincerely,

[YOUR FIRST AND LAST NAME]
[DATE YOU SUBMIT LETTER]

*Each situation varies, as do appropriate demands.
This is just an example.