



HALIFAX WORKERS' ACTION CENTRE

SAMPLE DEMAND LETTER

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

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

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]

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.

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.

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]

WITHOUT PREJUDICE

Briefly summarize relevant details. Be concise but specific.

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

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