

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Re: Settlement Agreement - Case No. [Insert Case Number]

Dear [Recipient Name],

This letter serves to confirm the settlement agreement reached between [Your Organization] and [Recipient Organization] regarding the allegations noted in case number [Insert Case Number] filed with the National Labor Relations Board (NLRB).

****Settlement Terms:****

1. ****Acknowledgment of Violations:**** [Briefly outline any acknowledged violations or disputes].
2. ****Monetary Compensation:**** [Specify the amount and terms of payment].
3. ****Reinstatement/Adjustment of Policies:**** [Details regarding any reinstatement, adjustments, or commitments to policy changes].
4. ****Confidentiality Clause:**** [Outline any confidentiality expectations related to the settlement].
5. ****Mutual Non-Disparagement:**** [State any agreements not to disparage each other].

****Execution of Agreement:****

Both parties agree to execute this settlement agreement no later than [Insert Deadline Date]. Upon execution, this agreement will be binding and enforceable in accordance with its terms.

Please sign below to indicate your acceptance of the terms of this settlement agreement. A fully executed copy will be provided for each party's records.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Your Organization]

****Acceptance of Settlement Terms:****

By: _____

[Recipient Name]
[Recipient Title]
[Recipient Organization]

Date: _____