The information in the blue bubbles includes instructions and sample wording. You should change this information to suit your situation.

[Your name]
[Your address]

[Date]

[Employer's name]
[Employer's address]

This might be an individual or someone who represents a company. For example, you might write to a manager or director at your workplace or at the company you have a dispute with.
If you don't know the other party's address, you can indicate how you are sending the letter for them. For example: "Sent by email - j.doe@company.com". If the other party is a company and you don't know their address, you can look it up on their website or with the NS Registry of Joint Stock Companies.

Re: Compensation for damages
WITHOUT PREJUDICE

"Without prejudice' is a legal term that means this letter cannot be used as evidence in court if you can't agree on a settlement

Dear [Other party's name],

In the first paragraph, explain what happened and why you are writing this letter. Example:

On August 1, 2024, my manager made an inappropriate, sexualized comment to me at work. I told HR, but nothing was done to address the situation. My manager continued to make similar comments and ask inappropriate personal questions over the next six months. This has caused me a great deal of stress, and I went on medical leave on February 1, 2024.

In the second paragraph, explain what issues this has caused for you (the impact). Example:

[As a result of my manager's behaviour and the company's failure to provide a safe workplace free from sexual harassment, I am experiencing anxiety, depression, and PTSD. I am not able to return to work and need support from a mental health professional. This has also caused me financial difficulty.

In the next paragraphs, explain your request to settle the matter out of court. This could include out-of-pocket costs, damages based on legal research, or a non-monetary remedy like an apology or returning to work with accommodations. Example:

To settle this matter, I am seeking specific damages in the amount of $_____. This amount represents lost income and out-of-pocket for medical expenses. I am prepared to provide documentation in relation to this amount.

IMPORTANT!
The other party and their lawyer, if they have one, will expect to receive proof of any specific damages you are requesting.

I am also seeking general damages in the amount of $_____. This figure is in line with current damages awards for sexual harassment in the workplace with similar circumstances. In particular, I refer to the cases of:

- Case A
- Case B
- Case C

IMPORTANT!
See our information on case research for information on how to find cases that are similar to yours.

In your last paragraph, tell the other party if you are providing a deadline for them to respond and what your next steps will be if they don't respond. Example:

Please respond to this letter within two weeks. If we are not able to settle this matter, I will_____.

Sincerely,
[Your name]