

Your business address

Date

The ex-employee's address

Subject: Possible dispute over compensation

Dear Mr. / Ms. (Their name)

This is to acknowledge that you were an employee of (company's name) from (date) to (date) working as a (designation). We are saddened to learn that you intend to sue us over intellectual property rights. We hope for a cordial out-of-court settlement.

As things stand, you had coded the program in question during business hours. Furthermore, it was coded on a company system using company resources at the behest of your then boss (boss's name). According to the NDA signed by you on (date), any development work done by you for the company is our intellectual property.

As communicated to your lawyer, you had forfeited the rights to any code you wrote during your tenure here in your NDA.

We believe that it is still possible for both of us to walk away from this situation with our reputations intact. And that is what we are aiming at. Please contact me regarding how we can deescalate this affair.

Wishing you the best for all your future endeavours.

Yours sincerely

(Your signature)

(Your official name) (Your designation)