In reply refer to: 08

September 21, 2022

VIA: **(Delivery Method)** emailaddress3

firstname lastname

address1\_line1 address1\_line2

address1\_city, govcdm\_address1statepicklist address1\_postalcode

**Subject: Notice of Withdrawal and Closure of Case Number govcdm\_name**

Dear firstname lastname:

On **govcdm\_datetimeofinitialcontact**, you contacted the Office of Resolution Management, Diversity & Inclusion (ORMDI) to file a complaint of discrimination. You were advised of your rights and responsibilities during the EEO complaint process.

As of **govcdm\_dateofdecisiondocument** of your own free will and without coercion, you withdrew the claim in its entirety.

Normally, at the conclusion of the counseling period, you would be provided with a “Notice of Right to File a Formal Complaint.” ***Please be advised that the Notice of Right to File a Formal Complaint will not be issued for this case because you are withdrawing the above claim(s) by executing this Notice of Withdrawal.*** Based on this withdrawal, processing will cease.

We trust that the matter(s) were resolved, but if you have any questions or need additional information regarding the content of this notice, you may contact me at 888-566-3982, (work phone: address1\_telephone1).

Sincerely,

firstname lastname

EEO Counselor