In reply refer to: 08

January 16, 2024

VIA: **(Delivery Method)** emailaddress3

firstname lastname

address1\_line1 address1\_line2

address1\_city, govcdm\_address1statepicklist address1\_postalcode

**SUBJECT: Notice of Withdrawal and Closure for govcdm\_firstname govcdm\_lastname EEO Complaint Case No. govcdm\_name**

Dear firstname lastname:

On **govcdm\_datetimeofinitialcontact**, your client contacted the Office of Resolution Management, Diversity & Inclusion (ORMDI) to file a complaint of discrimination. Your client was advised of his/her rights and responsibilities during the EEO complaint process.

On **govcdm\_dateofdecisiondocument**, your client, of his/her own free will and without coercion, withdrew the claim in its entirety.

Normally, at the conclusion of the counseling period, your client 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 your client is withdrawing the above claim(s) by executing a *Notice of Withdrawal*.** Based on this withdrawal, processing will cease.

If you or your client have any questions or need additional information regarding the content of this notice, you may contact meat 888-566-3982, (work phone: address1\_telephone1).

Sincerely,

firstname lastname

EEO Counselor

cc: govcdm\_firstname govcdm\_lastname, emailaddress3