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 Receipt of Settlement Agreement and Informal Resolution for govcdm\_firstname govcdm\_lastname EEO Complaint Case No. govcdm\_name**

Dear firstname lastname:

The Office of Resolution Management, Diversity & Inclusion (ORMDI) received your client’s signed settlement agreement on **govcdm\_datedecisionreceived**. As a result, the final counseling interview concerning the matter your client raised during counseling was held on **govcdm\_dateofdecisiondocument**.

Normally, in the interview at the conclusion of the counseling period, you and your client are provided information obtained during counseling. In addition, you and your client are advised of the Notice of Right to File a Formal Complaint which, upon receipt, begins a 15-calendar day period for you and your client to file a formal complaint of discrimination with the Agency.

In this case, we will not issue a *Notice of Right to File a Formal Complaint because* in the settlement agreement, your client formally withdrew the claim in its entirety. Your client’s administrative file will be closed effective **govcdm\_dateofdecisiondocument**, and processing will cease.

If your client believes the Department has breached the terms of the agreement, you and your client must submit a written complaint, within 30 calendar days of the alleged breach, to the following address:

Office of Resolution Management, Diversity & Inclusion

Office of Policy and Compliance (08B)

VA Central Office

810 Vermont Avenue, NW

Washington, DC 20420

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

Sincerely,

firstname lastname

EEO Counselor

cc: govcdm\_firstname govcdm\_lastname, emailaddress3