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 Unreachable to** **firstname** **lastname, Case No. govcdm\_name**

Dear firstname lastname:

This is in reference to your contact on **govcdm\_datetimeofinitialcontact.** with the Office of Resolution Management, Diversity & Inclusion (ORMDI). The Equal Employment Opportunity (EEO) Specialist with whom you spoke filled out an initial referral form which assigned your case to me, firstname lastname, EEO Counselor.

I attempted to contact you on **(DATE)** and **(DATE)** at the telephone number you left but I was unable to reach you. In addition, I sent you an email on **(DATE)** and did not receive a response.

The purpose of this letter is to remind you that if you feel that you have been discriminated against in an employment matter because of race, color, religion, sex, national origin, age (over 40), disabling condition, or reprisal, you must bring all matters where you allege you have experienced discrimination to the attention of an EEO Counselor.

According to Equal Employment Opportunity Commission (EEOC) Regulation 29 C.F.R. §1614.105(a)(1), contact with an EEO Counselor must be made within 45 calendar days of the matter causing the alleged discrimination. If you are delayed beyond this 45-day time frame in your contact with an EEO Counselor, you must be prepared to explain your delay.

I also bring your attention to 29 C.F. R. §1614.107(b) which states that an EEO complaint may be dismissed for failure to comply with applicable time limits. Furthermore, a complaint may be dismissed if it raises a matter that has not been brought to the attention of an EEO Counselor.

I remain able to assist you and can be reached at 888-566-3982, Ext. <**XXXXX**>. I have enclosed with this letter a copy of the Notice of Rights and Responsibilities that was mailed to you on **govcdm\_datenorrissued**, as well as a Notice of Withdrawal. These notices are being sent in the event that, based on your telephone call to the Office of Resolution Management, Diversity & Inclusion on **govcdm\_datetimeofinitialcontact**, you wish to exercise the rights described in the notices. These forms should be returned to me via fax, email or mail as follows. You are *strongly encouraged* to use email, if possible.

Address: ORMDI

Attn: firstname lastname

govcdm\_name

govcdm\_address1\_line1 govcdm\_address1\_line2

govcdm\_address1\_city, govcdm\_address1statepicklist govcdm\_address1\_postalcode

Email - internalemailaddress

Fax - govcdm\_fax

Lastly, I wish to advise you that nothing in this letter should be construed as a waiver of any of the applicable time limits or other requirements described herein or in the attached notices.

Sincerely,

firstname lastname

EEO Counselor

Enclosures: Notice of Rights and Responsibilities

Alternative Dispute Resolution

Agreement to Mediate

Notice Withdrawal