In reply refer to: 08

January 17, 2024

VIA: **(Delivery Method)** emailaddress3

firstname lastname

address1\_line1 address1\_line2

address1\_city, govcdm\_address1statepicklist address1\_postalcode

**SUBJECT: Notice of Abeyance in the EEO Complaint of govcdm\_firstname govcdm\_lastname, Case No. govcdm\_name, Filed govcdm\_dateformalcomplaintfiled.**

Dear firstname lastname:

We have received notification from **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** that the complainant entered into an ADR process effective **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

As a result, the EEO complaint will be held in abeyance for a period not to exceed **90 calendar days**. If the complaint is not resolved by written settlement agreement at the conclusion of ADR, we will continue processing the complaint in accordance with 29 C.F.R. §1614.

If you and the complainant have any questions, please contact firstname lastname,   
ORDMI Case Manager at address1\_telephone1 and internalemailaddress. **You are strongly encouraged to use email to submit your correspondence to ORMDI.**

Sincerely,

firstname lastname

District Manager

cc: govcdm\_firstname govcdm\_lastname, emailaddress3

**Facility Director (00) and email**