In reply refer to: 08

September 6, 2022

VIA: **(Delivery Method)** emailaddress3

firstname lastname

address1\_line1 address1\_line2

address1\_city, govcdm\_address1statepicklist address1\_postalcode

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

Dear firstname lastname:

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

As a result, your EEO complaint will be held in abeyance for a period not to exceed **90 calendar days**. If your 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 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: firstname lastname, emailaddress3

**Facility Director (00) and email**