In reply refer to: 08

January 24, 2024

VIA: **(Delivery Method)** emailaddress3

govcdm\_firstname govcdm\_lastname

govcdm\_address1\_line1 govcdm\_address1\_line2

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

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

Dear govcdm\_firstname govcdm\_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: **Facility Director (00) and email**