In reply refer to: 08

January 31, 2024

VIA: **(Delivery Method)**

**(Name of Witness)**

**(Address)**

**(Email Address)**

SUBJECT: Affidavit Return, EEO Complaint filed by govcdm\_firstname govcdm\_lastname, EEO Case No. govcdm\_name.

Suspense Date: **(Due** **Date)**

Dear **(Name of Witness)**:

1. By notice dated **(Date)**, you were provided information regarding the investigation into the subject EEO complaint. You were specifically furnished with an affidavit to complete and were instructed to return the completed affidavit by **(Date)**. To date the completed affidavit has not been received.

2. 29 C.F.R. § 1614.108 requires your participation in the investigation. In addition, 29 C.F.R. § 1614.108(c)(3), stipulates that judicial sanctions can be levied where participants fail without good cause shown to respond fully and in a timely fashion to a request of the EEO Investigator. Your testimony and cooperation are imperative to the development of a thorough record that will assist Adjudicators determine whether prohibited discrimination was a factor in the claims and events accepted for investigation.

3. Attached is the initial notice provided to you, which includes the affidavit requiring your responses. Please submit the completed affidavit pursuant to the instructions in the initial Notice no later than the Suspense Date identified above. If you have any questions or need assistance, please contact me at **(Investigator’s telephone)** address1\_telephone3 or by email at **(Investigator’s email address)** internalemailaddress. Thank you for your prompt attention to this matter.

Sincerely,

firstname lastname

EEO Investigator

Enclosure: As Stated