

Sample Resolution Letter

Jane Doe
123 Main Street
Anytown, USA 12345

Re: Resolution of EEO Dispute

Dear Jane Doe:

This refers to the dispute which you first discussed with me on _____ when you alleged discrimination because of _____ when on _____ the following occurred:

The purpose of this letter is to set out the terms of the informal resolution, which is as follows:

If you believe the Agency has not complied with the terms of the informal resolution, you may, under 29 C.F.R. § 1614.504, notify the Director of Equal Employment Opportunity in writing within 30 days of the date of the alleged violation, requesting that the terms of the informal agreement be specifically implemented. Alternatively, you may request that the claim be reinstated for further processing from the point processing ceased.

The Agency has signed the terms of the resolution as indicated by the signature of the Agency official. Your signature and date below will verify your receipt of this letter and will signify your agreement with the terms of the informal resolution of this dispute as set forth above. Enclosed is a duplicate copy of this letter. Please date and sign the original and the copy in the spaces provided and return the copy to me for inclusion in the counseling file. I will send a signed copy to the Agency. You may keep the original.

Sincerely,

EEO Counselor
Date:

Agency Official
Date:

Aggrieved Person
Date: