DATE

 VIA EMAIL

NAME

ADDRESS

EMAIL

Re: Notice of Final Action

Dear NAME,

This is my response to your discrimination complaint filed on DATE. You allege you were discriminated against based on your PROTECTED CATEGORY. Your complaint was processed under NAME OF POLICY.

**Allegations:**

**You allege that you were discriminated against by RESPONDENT based on your PROTECTED CATEGORY with the following allegations:**

**Allegation 1: List allegation**

**Information Gathered and Conclusion:**

* Summarize facts and info received from complaint, witnesses, and respondent.
* Make conclusion about why allegation was substantiated or not

Follow the same format for each allegation.

Please be advised that if you are dissatisfied with the results of this investigation, you have the right to file a complaint with the U.S. Department of Labor Civil Rights Center within 30 days of receipt of this letter. You may file at the following address:

Civil Rights Center Director

U.S. Department of Labor

Room N-4123

200 Constitution Avenue NW

Washington D.C. 20210

Please contact me if you have any questions.

Sincerely,

NAME, Equal Opportunity Officer

Workforce Development Council

ADDRESS

PHONE

EMAIL

Cc: State-Level Equal Opportunity Officer