

[Employer Name]
[Employer Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[EEOC Investigator Name]
Equal Employment Opportunity Commission
[EEOC District Office Address]
[City, State, Zip Code]

RE: Charge of Discrimination: [Charging Party Name] v. [Employer Name]
EEOC Charge Number: [Insert Number]

Dear [Investigator Name],

This letter and the attached documents constitute the formal Position Statement of [Employer Name] (the "Company") in response to the Charge of Discrimination filed by [Charging Party Name] (the "Charging Party").

The Company denies the Charging Party's allegations of [list alleged discrimination, e.g., race, age, retaliation]. The Company maintains a strict policy against discrimination and harassment, and all personnel actions regarding the Charging Party were based on legitimate, non-discriminatory business reasons.

The Company's response is organized as follows:

- A summary of the Company's business and relevant policies.
- The Charging Party's employment history and performance record.
- A factual rebuttal to the specific allegations in the Charge.
- The non-discriminatory reasons for the employment actions taken.

Please find the following supporting documentation attached:

- Exhibit A: [Description of document, e.g., Employee Handbook]
- Exhibit B: [Description of document, e.g., Performance Reviews]
- Exhibit C: [Description of document, e.g., Termination Notice]

The Company requests that the EEOC dismiss this Charge and issue a No Cause Determination. If you require additional information or wish to interview witnesses, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Employer/Law Firm Name]