

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[EEOC Mediator Name/Alternative Dispute Resolution Coordinator]  
Equal Employment Opportunity Commission (EEOC)  
[District Office Address]  
[City, State, Zip Code]

**RE: Notice of Declination of Mediation**

Charging Party: [Your Name]  
Respondent: [Employer Name]  
EEOC Charge Number: [Your Charge Number]

To the EEOC Representative:

I am writing to formally respond to the invitation to participate in the EEOC Mediation Program regarding the above-referenced charge of discrimination.

After careful consideration, I am respectfully declining the offer to participate in mediation at this time. I believe that the nature of the allegations and the facts of this case require a formal investigation to ensure a just resolution.

Accordingly, I request that the EEOC proceed with a full investigation into my claims. I am prepared to cooperate fully with the assigned investigator and provide any additional documentation or witness information necessary to support my charge.

Please notify the Respondent of my decision and advise me of the next steps in the investigative process. Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]