

[Date]

[Investigator Name, if known]
Equal Employment Opportunity Commission
[Local Field Office Address]
[City, State, Zip Code]

RE: Notice of Voluntary Withdrawal of Charge of Discrimination

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

To the Equal Employment Opportunity Commission:

I am writing to formally request the voluntary withdrawal of my Charge of Discrimination filed against the Respondent listed above. This request is made of my own free will.

The reason for this withdrawal is: [Select one: A private settlement has been reached / I no longer wish to pursue this matter / Other].

I understand that by withdrawing this charge, the EEOC will cease its investigation and I am waiving my right to receive a Notice of Right to Sue regarding the specific allegations contained in this charge.

Please provide written confirmation once the withdrawal has been processed and the case has been closed.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]