

REQUEST TO EXTEND COUNSELING PERIOD

In accordance with 29 CFR § 1614, this is to inform you that the 30-calendar day period for counseling will expire on _____. The inquiry has not been completed. This letter is a request to extend the counseling period.

If you agree to the extension, you will still have 15 days after receipt of the Notice of Final Interview to file a formal complaint.

If you do not agree to the extension, you have the right to file a formal complaint after the 30-day counseling period has expired. A Notice of Right to File a Formal Complaint of Discrimination will be provided to you.

/s/
(Signature)
EEO Counselor

_____ I wish to withdraw my claim.

_____ I agree to extend the counseling period for a period of **60** days.

_____ I do not agree to extend the counseling period and choose to file a formal complaint.

(Signature)
Employee