

**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

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\_\_\_\_\_ 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