

(DATE)

(INVESTIGATOR NAME)
(ADDRESS)

Dear (INVESTIGATOR):

Please be advised that I hereby appoint you to work with (INVESTIGATOR) as an EEO Procedure Investigator to address the complaints filed by (COMPLAINANT'S NAME) against (RESPONDENT'S NAME) on the basis of (RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, AGE, or DISABILITY).

As you are aware, you have (45) forty five calendar days to complete both your investigation and the investigative report. If you experience any difficulty meeting your scheduled deadline, please contact (State EEO Director).

By receiving this appointment, you are authorized to meet with any of the individuals involved in this matter as well as to review any pertinent agency documentation. However, you must make every effort to maintain the confidentiality of all involved parties. Please consult with the State EEO Office should you have any questions.

Sincerely,

(ADMINISTRATOR)

cc: Director, State EEO Office

Revised: 5-17-2007

Revised: November 8, 2004