

ATTACHMENT 3L2

SAMPLE CONFIRMING LETTER FOR CHARGING PARTY WITNESS

(date)

Name of Witness
(Address)

Re: Case Name and Case Number

Dear Mr./Ms. (Name):

This letter confirms our telephone conversation today concerning the investigation of the unfair labor practice charge in the captioned case. During this conversation you stated that since you provided an affidavit last week concerning the allegations underlying the unfair labor practice charge, the Agency has, on (date) given you a notice of suspension for 10 days, to be effective on (date).

If the above fact is inaccurate or incomplete please contact me by telephone or in writing on or before (date). If I do not hear from you by that date, I will assume that the facts as described are correct. In addition, this letter will be submitted to the Regional Director as evidence that s/he will consider in deciding the case.

I appreciate your continued cooperation in the investigation of this case.

Sincerely,

Field Agent