Cherie K. Berry
Commissioner

NAME
Discrimination Investigator
Employment Discrimination Bureau

EXHIBIT 500-1

DATE

Mr. John Smith
123 ABC Road
Durham, NC 27713

Re: John Smith vs. Corporation, Inc.

Dear Mr. Smith:

The purpose of this letter is to inform you that I have been assigned to investigate the above captioned complaint which you filed with the North Carolina Department of Labor alleging a violation of the North Carolina Retaliatory Employment Discrimination Act (REDA). As part of my investigation, I need to speak with you to gather additional information. I have left messages for you at (919) 555-5555, but you have not returned my calls.

If you are still interested in pursuing your complaint, you must contact me by **(DATE)**, or your case will be dismissed due to lack of cooperation. If your case is dismissed, you will be issued a right-to-sue letter that will allow you to pursue this matter with a private attorney; however, the North Carolina Department of Labor will take no further action with regard to your complaint.

You can contact me by calling (919) 807-(your number) or 1-800-625-2267, and then ask to be transferred to me. I am normally in the office Monday thru Friday from 8:30 am to 5:30 pm. If I am unable to take your call, you will automatically be transferred to my voice mail. **Please leave a message** so that I will know you have attempted to contact me and to let me know the best time to call you. If you have already been in contact with me prior to receipt of this letter, please disregard this letter.

Sincerely,

Discrimination Investigator

cc: File

1101 Mail Service Center | Raleigh, North Carolina 27699-1101
Phone # | Fax: (919) 807-xxxx | email