

## ATTACHMENT 4D6

### **SAMPLE LETTER TO CHARGED PARTY RE: BILATERAL SETTLEMENT AGREEMENT**

(Date)

Charged Party Rep.  
(Name and Address)

Re: Case Name and Case Number

Dear Mr./Ms. (Name) and Mr./Ms. (Name):

I have approved the Settlement Agreement executed in the captioned case. The (agency/union) now should begin to comply with the terms of the Agreement.

A copy of the Agreement and six (6) copies of the Notice to All Employees are enclosed. As specified in the Agreement, copies of the Notice should be posted in conspicuous places, including all bulletin boards and other places where notices to employees represented by the (union) are customarily posted, for a period of at least sixty (60) consecutive days from the date of the posting. The (Agency/Union) is responsible for making a sufficient number of copies to fulfill that obligation. The (Agency/Union) also must take steps to ensure that the Notice is not altered, defaced, or covered by other material.

Finally, the (Agency/Union) is required to notify me in writing within five (5) days of your receipt of this letter of the steps taken to comply with the requirements of the Agreement. Upon the expiration of the 60-day posting period, the (Agency/Union) must certify to me in writing that the requisite posting of the Notice has been

completed. The (Agency/Union) should be served with copies of the notification and the certification.

If you require any assistance or further information concerning compliance in this matter, please contact the Agent named below.

Sincerely,

Regional Director

Agent: (Name and Tel. #)  
enclosure

cc: Charging Party Rep.  
(Name and Address)