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eeoc 39 s public portal asks you a few questions to help determine whether eeoc is the right federal agency to handle your complaint involving employment discrimination in person at an eeoc office each eeoc office has appointments which you can schedule online through the eeoc public portal here is what you need to include in the eeoc complaint letter indicate your name and contact information outline the situation that you deem to be discriminatory for instance you were unlawfully terminated because of your refer to the internal rules and regulations of the company that were the laws enforced by the eeoc require the agency to notify the employer that a charge has been filed against it a charge of discrimination can be completed through our eeoc public portal after you submit an online inquiry and we interview you if you don 39 t have an online charge account send your request for a notice of right to sue to the eeoc office responsible for investigating your charge and include your eeoc charge number and the names of the parties after 180 days have passed from the date your charge was filed state and federal courts typically prefer litigants to attempt to resolve discrimination cases before a worker files a formal complaint with the equal employment opportunity commission eeoc finally your attorney files a formal complaint with the eeoc as well as a civil lawsuit if there does not appear to be a resolution to your case to amend your complaint you should write the agency 39 s eeo office describe what happened and ask that the new events be included in your complaint after your letter is received the eeo office will either add the new events to your complaint or send you to eeo counseling to discuss them with an eeo counselor

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