

11(c) UNTIMELY Administrative Closure Letter

[Date]

[Complainant Name]

[Street Address]

[City, State ZIP]

Re: [Company Name] / [Complainant] / Case No. [1-2345-02-001]

Dear [Complainant]:

This is to confirm your telephone conversation of [date] with [Investigator Name] of my staff. It is my understanding that [Investigator Name] explained to you that we are unable to pursue investigation of your claim because [your complaint was not filed within the 30-day time period required by Section 11(c)(2) of the Occupational Safety and Health Act], and you concur with the decision to close the case administratively. Therefore, we are administratively closing our files on your claim.

I regret that OSHA is unable to assist you further in this matter. However, OSHA recommends that you contact the National Labor Relations Board (NLRB) as soon as possible to inquire about filing a charge alleging unfair labor practices. The NLRB is responsible for enforcing employee rights under the National Labor Relations Act (NLRA). Employees are protected under the NLRA to act together to try to improve working conditions, including safety and health conditions, even if the employees aren't in a union. The NLRB time limit to file a charge is 6 months from the unfair labor practice. You may reach the NLRB at 1-844-762-6572. You may also locate your nearest NLRB Field Office at www.nlr.gov/who-we-are/regional-offices.

Thank you for your interest in occupational safety and health.

Sincerely,

[Name]

Regional Administrator