



**SCOTTISH YOUTH FA  
SYFA C02: Withdrawing A Complaint**

**Section 1 – Personal Information**

Name:	
Contact details:	
Complaint number:	
Summary of complaint and steps taken so far:	

**Section 2 – Reasons for Withdrawal**

Please indicate one or more of the below as your reason(s) for withdrawing your complaint.

1	I no longer wish to pursue the complaint because I have moved on.	
2	Having my complaint listened to and advanced to this level is response enough, I do not require any further action or remedy.	
3	I no longer wish to pursue the complaint because the problem it refers to is no longer applicable or relevant.	
4	There is something going on in my personal life that means I do not have the capacity to continue the complaints process.	
5	I feel uncomfortable pursuing my complaint based on the actions or words of someone else.	
6	I feel I am being victimised as a result of my complaint.	
7	Other	
If your reason for withdrawal is "Other" please explain further here:		

### Section 3 – Next steps and Acknowledgement

Please read the following and sign below to indicate that you are aware of and accept SYFA's policy on Withdrawn Complaints:

*In circumstances where alleged serious misconduct, discrimination or bullying is brought to our attention, SYFA retain the right to investigate and take further action despite the complainer withdrawing their complaint.*

Signed:	
Print name	
Date:	