



610 S. Industrial Blvd., Suite 255  
Euless, Texas 76040

**LOCAL 6001**

Phone: (817) 868-9933  
[www.cwa6001.org](http://www.cwa6001.org)

**Authorization to Withdraw Grievance**

**Grievance Number** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Date Grievance Filed:** \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the withdrawal of the grievance identified by the Grievance Number above. I understand that by signing this form, I am voluntarily choosing to discontinue any further action or proceedings related to this grievance.

I acknowledge that this decision is made of my own free will, without any coercion or undue influence, and that I have had the opportunity to discuss this matter with my union representative before making this decision.

**Reason for Withdrawal:**

(Please check one or provide a brief explanation)

\_\_\_\_\_ The issue has been resolved to my satisfaction.

\_\_\_\_\_ I no longer wish to pursue this grievance.

\_\_\_\_\_ Other: \_\_\_\_\_

**Member Acknowledgment**

I understand that once this grievance is withdrawn, it cannot be refiled or reopened. I also acknowledge that the union may not take any further action on this matter.

**Member's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Union Representative Confirmation**

I confirm that I have discussed the withdrawal of this grievance with the member named above and have ensured that the member understands the implications of this decision.

**Union Representative's Name:** \_\_\_\_\_

**Union Representative's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Office Use Only**

**Date Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Grievance Withdrawal Approved By:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

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**Notes:**

(For any additional information or follow-up required)

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**Retention:**

This form should be retained in the member's file as part of the grievance record.

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This form serves as the official record of the withdrawal of the grievance by the member. Once completed and signed by all parties, it should be submitted to the union office for processing.