

Helpful Tips for Writing Your Rebuttal

You can respond to the Position Statement with a written response called a **Rebuttal**. This is your chance to share more details about what happened to you and to explain why you believe you were discriminated against or retaliated against. Here are some tips that may help you:

1. Go Over the Position Statement Carefully

- **Understand what they're saying:** Read through the position statement to figure out their main points.
- **Spot mistakes:** Look for anything that isn't true or leaves out important details.
- **Check their evidence:** Review what they use to support their points, like documents or emails.

2. Collect Your Own Evidence

- **Documents:** Gather any papers, like emails, work reviews, or company rules, that can back up your side of the story.
- **Witness Statements:** Ask witnesses who know what happened to write down what they saw or know.
- **Policies and Laws:** Look at any rules that might have been broken, or mention state and federal laws that support your case.

3. Organize Your Rebuttal

- **Start with an introduction:**
 - **Summarize the issue:** Give a quick summary of your original complaint and the main points of the position statement.
 - **Explain why you're writing this rebuttal:** Give the reasons why you need to tell your side of the story.
- **Respond to each point:**
 - **Go through each of the position statement's claims, one by one.** For each claim, restate what they said, give your response, and back it up with facts and evidence.
- **Point out missing details:** If the position statement left out something important, make sure to explain why it matters.
- **Mention any laws or rules:** If it helps, you can refer to laws or guidelines that apply to your case.

4. Wrap It Up

- At the end of your rebuttal, summarize your key points and why the position statement's version isn't accurate.

5. Submit Your Evidence

- Make sure all your documents, witness statements, and other evidence are clearly labeled and easy to understand.

6. Review Your Work

- Proofread your rebuttal to make sure it's clear and well-organized.

Extra Tips:

- **Keep it simple but detailed:** Include all important facts without making it too long or complicated.
- **Stay professional:** It's important to be polite and focus on the facts, even if the situation is frustrating.
- **Avoid personal attacks:** Stick to the facts and avoid criticizing people involved in the case.

Disclaimer:

The tips provided in this document are for general informational and guidance purposes only. They are not intended to serve as legal advice. For specific advice tailored to your situation, we recommend consulting with a qualified attorney or legal professional.