

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Equal Opportunity Employment Policy

At [Your Company Name], we are committed to fostering a diverse and inclusive work environment. Our goal is to ensure that all employees and applicants are treated equally, regardless of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law.

We value the unique contributions of each individual and believe that a diverse workforce enhances our creativity, innovation, and overall performance. It is our policy to ensure that all employment decisions are made without regard to these factors and are based solely on qualifications, merit, and business needs.

As part of our commitment to equal opportunity, we encourage all employees to speak up if they believe they have experienced or witnessed any form of discrimination or harassment. We have procedures in place to address such concerns promptly and effectively.

Thank you for being a valued member of our team. Together, we can continue to build an equitable workplace where everyone can thrive.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]