

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Equal Opportunity Employment Statement

We at [Your Company Name] are committed to maintaining a diverse and inclusive workplace. This letter serves to reaffirm our dedication to equal opportunity employment.

[Your Company Name] provides equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. We believe that a diverse workforce enhances creativity, innovation, and problem-solving capabilities.

Our policies and practices ensure that every individual receives fair treatment in all aspects of employment, including recruitment, hiring, training, promotion, and compensation. We strive to create an environment where all employees feel valued and respected.

We encourage individuals from diverse backgrounds to apply for positions within our company and to contribute to our mission of excellence.

If you have any questions regarding our equal opportunity employment policies, please feel free to contact [Contact Person's Name] at [Contact Person's Email/Phone Number].

Thank you for your continued support and commitment to diversity within our workplace.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]