

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Equal Opportunity Employment Policy

At [Your Company Name], we are committed to fostering a workplace that is inclusive and diverse. We believe that equality in employment practices is not only a legal obligation but a fundamental aspect of our organizational values.

We want to assure you that our hiring process is based on merit and the qualifications of candidates regardless of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. We encourage all individuals to apply and contribute to our team. If you have any questions regarding our equal opportunity hiring practices, please do not hesitate to contact us.

Thank you for your interest in joining [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]