

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Equal Opportunity Statement

[Your Company Name] is committed to providing equal employment opportunities to all applicants and employees, regardless of race, color, religion, gender, national origin, age, disability, or any other status protected by applicable law. We believe that diversity and inclusion are essential to fostering a creative and productive workplace.

Our policies and practices promote fair treatment, equity, and respect in all aspects of employment, including recruitment, hiring, training, promotion, compensation, and termination. We strive to provide a work environment free from discrimination and harassment, where all individuals can thrive and contribute to their fullest potential.

We encourage all individuals to apply and join our team, as we value the unique perspectives and experiences that each person brings.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]