

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Equal Opportunity Workplace Commitment

We want to reaffirm our commitment to fostering an inclusive and equal opportunity workplace for all employees. At [Company Name], we believe that diversity and inclusion are fundamental to our success and essential for a productive work environment.

Our policies are designed to ensure that all employees and applicants receive fair consideration in hiring, promotions, training, and other employment-related activities without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other protected characteristic.

We encourage a culture of respect and collaboration and ask each employee to actively participate in making [Company Name] a workplace where everyone feels valued and included.

If you have any questions or concerns regarding our equal opportunity policies or if you would like to report any incidents of discrimination or harassment, please feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

Thank you for your commitment to making [Company Name] a diverse and inclusive workplace.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]