

[Your Organization's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of Equal Opportunity Policies

We are committed to fostering an inclusive workplace that respects and values diversity. Our Equal Opportunity Employment Policy promotes equality for all employees and applicants, ensuring that every individual is treated with respect, regardless of race, color, religion, gender, sexual orientation, age, national origin, disability, or veteran status.

As part of our commitment, we encourage an environment free from discrimination and harassment. We provide equal opportunities in recruitment, hiring, training, promotions, and compensation.

If you have any questions or concerns regarding our equal opportunity policies, please do not hesitate to reach out to [Contact

Person/Department] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]