

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

We are pleased to acknowledge your receipt of our Equal Opportunity Employment Policy. Our commitment to equal opportunity and non-discrimination is fundamental to our values as a company. We strive to provide a workplace free from discrimination and harassment, ensuring all employees have the right to work in an atmosphere that promotes equal opportunity.

By signing this acknowledgment, you confirm that you have received, read, and understood our Equal Opportunity Employment Policy. We encourage you to reach out to [HR Contact Name/Title] if you have any questions or require further clarification regarding our policies.

Thank you for your commitment to fostering a diverse and inclusive workplace.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

I acknowledge receipt of the Equal Opportunity Employment Policy.

[Employee Signature]
[Date]