

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

[City, State, Zip Code]

RE: Annual Recruitment Equal Employment Opportunity (EEO) Compliance Verification

Dear [Recipient Name],

This letter serves as formal verification that [Company Name] has conducted its annual review of recruitment and hiring practices for the period of [Start Date] to [End Date]. We confirm our continued commitment to and compliance with all federal, state, and local Equal Employment Opportunity (EEO) laws and regulations.

During the past year, [Company Name] has maintained the following standards:

- Disseminated our EEO policy to all employees and external recruitment sources.
- Ensured all job advertisements include the required EEO employer statement.
- Maintained accurate records of applicant flow and hiring decisions to monitor diversity and inclusion.
- Conducted internal audits to ensure recruitment processes are free from discrimination based on race, color, religion, sex, national origin, age, disability, or genetic information.

Attached to this letter, please find the supporting documentation and summary reports regarding our recruitment outreach efforts and workforce demographics.

If you require any further information or additional documentation regarding our EEO compliance program, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/HR Director]

[Company Name]