

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Equal Employment Opportunity (EEO) Compliance Verification

Dear [Client Contact Name],

This letter serves to formally verify that [Staffing Agency Name] is in full compliance with all federal, state, and local Equal Employment Opportunity (EEO) laws and regulations regarding the recruitment and placement of candidates.

In accordance with our agreement for the placement of [Candidate Name] for the position of [Job Title], we certify the following:

- **Non-Discrimination:** The candidate was recruited, screened, and referred based solely on their professional qualifications, skills, and experience.
- **Prohibited Practices:** No selection criteria were used that discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, genetic information, or veteran status.
- **Legal Compliance:** [Staffing Agency Name] maintains all required employment records and affirmative action documentation as mandated by the U.S. Equal Employment Opportunity Commission (EEOC).

We remain committed to fostering a diverse and inclusive workforce and ensuring that all placement activities adhere to the highest ethical and legal standards.

Please contact me at [Phone Number] or [Email Address] if you require further documentation or have any questions regarding our compliance procedures.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Staffing Agency Name]