

[Date]

[Client Contact Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Equal Employment Opportunity (EEO) Compliance Verification

Dear [Client Contact Name],

This letter serves to formally verify that [Your Company Name] is in full compliance with all applicable federal, state, and local Equal Employment Opportunity (EEO) laws and regulations. As a partner and service provider to [Client Company Name], we remain committed to maintaining a workplace free from discrimination and harassment.

[Your Company Name] provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status.

In accordance with EEO standards, our organization ensures that:

- All personnel actions, including recruitment, hiring, promotion, and compensation, are administered based on merit and qualifications.
- Reasonable accommodations are provided to qualified individuals with disabilities.
- We maintain all required records and file necessary reports, such as the EEO-1 Report, where applicable.
- Internal policies are strictly enforced to prevent retaliation against any individual who files a complaint or participates in an investigation.

We value our partnership with [Client Company Name] and are happy to provide further documentation or certificates of insurance regarding our compliance status upon request.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Your Company Name]