

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Diversity Sourcing and EEO Compliance Verification

To whom it may concern,

This letter serves to formally verify that [Company Name] conducts its recruitment and talent sourcing activities in full compliance with Equal Employment Opportunity (EEO) laws and regulations. Our diversity sourcing strategies are designed to ensure a broad and inclusive candidate pool while maintaining fair and non-discriminatory hiring practices.

In accordance with federal and state guidelines, we confirm the following:

- **Non-Discrimination:** We do not discriminate against any applicant or employee based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected characteristic.
- **Outreach Efforts:** Our diversity sourcing initiatives focus on expanding outreach to underrepresented groups to ensure equitable access to career opportunities.
- **Selection Criteria:** All candidates are evaluated based on objective, job-related qualifications, skills, and merit.
- **Record Keeping:** We maintain all necessary documentation and data required to demonstrate our commitment to affirmative action and EEO standards.

We remain committed to fostering an inclusive workplace and upholding the principles of equal opportunity in all aspects of our talent acquisition process.

Please contact me at [Phone Number] or [Email Address] if you require further documentation or have additional questions.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]