

[Date]

[Client Contact Name]

[Client Company Name]

[Street Address]

[City, State, Zip Code]

RE: Equal Employment Opportunity (EEO) Compliance Verification - [Position Title]

Dear [Client Contact Name],

This letter serves to formally verify that [Executive Search Firm Name] has conducted the recruitment process for the [Position Title] role in full compliance with Federal Equal Employment Opportunity laws and regulations.

Throughout this executive search, we have adhered to the following standards:

- **Non-Discrimination:** All recruitment activities were conducted without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.
- **Diverse Sourcing:** We utilized broad-based sourcing strategies to ensure a diverse pool of highly qualified candidates.
- **Objective Evaluation:** Candidates were assessed based solely on objective, job-related criteria and core competencies established at the outset of the engagement.
- **Record Keeping:** We have maintained all necessary documentation regarding the applicant pool and selection process as required by applicable labor laws.

We confirm that the final slate of candidates presented for your consideration was selected through a fair and equitable process. Please feel free to contact us if you require additional documentation for your internal compliance records.

Sincerely,

[Signature]

[Name of Principal/Consultant]

[Title]

[Executive Search Firm Name]