

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Requesting Agency/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Verification of Federal Contractor Equal Employment Opportunity (EEO) Compliance

To Whom It May Concern,

This letter serves to certify that [Company Name] is in full compliance with the equal employment opportunity and affirmative action requirements mandated for federal contractors.

Specifically, [Company Name] confirms the following:

- **EEO Policy:** We provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.
- **Executive Order 11246:** We maintain and update an annual Affirmative Action Program (AAP) as required by 41 CFR Part 60-1 and 60-2.
- **VEVRAA & Section 503:** We comply with the Vietnam Era Veterans' Readjustment Assistance Act and Section 503 of the Rehabilitation Act of 1973.
- **EEO-1 Reporting:** We have timely filed our most recent EEO-1 Report with the Equal Employment Opportunity Commission (EEOC).
- **OFCCP Certification:** We have completed our annual compliance certification via the Office of Federal Contract Compliance Programs (OFCCP) Contractor Portal for the current cycle.

We remain committed to the principles of diversity and inclusion in our workforce and throughout our operations. Should you require additional documentation or specific reports, please contact [Name of Contact] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Director of Human Resources / EEO Officer]

[Company Name]