

DATE: [Insert Date]

TO: [Insert Name of Recipient/Department Head]

FROM: [Insert Name/Title of EEO Officer]

SUBJECT: Equal Employment Opportunity (EEO) Compliance Verification

Dear [Insert Name],

This letter serves as formal verification that the [Insert Agency Name] has completed its internal compliance review for the period of [Insert Start Date] to [Insert End Date].

The review evaluated the following areas to ensure alignment with federal and state Equal Employment Opportunity laws:

- Recruitment and hiring practices
- Promotion and advancement procedures
- Employee training and development access
- Reasonable accommodation requests and fulfillment
- Internal grievance and complaint resolution processes

Based on our assessment, the agency is currently in full compliance with all applicable EEO regulations and internal policies. Our records indicate that all staff members have completed the required annual EEO awareness training as of [Insert Completion Date].

This verification confirms our ongoing commitment to maintaining a workplace free from discrimination and harassment. A detailed report of the findings is available in the EEO Office for review by authorized personnel.

Sincerely,

[Signature]

[Typed Name]

EEO Compliance Officer

[Insert Agency Name]