

[Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Subject: Equal Employment Opportunity (EEO) Compliance Verification

Dear [Contact Name],

As a subcontractor to [Your Company Name] for the [Project Name/Contract Number] project, you are required to maintain compliance with federal and state Equal Employment Opportunity (EEO) regulations.

Please confirm your agency's adherence to these standards by verifying the following:

- Your organization does not discriminate against any employee or applicant because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.
- Your organization takes affirmative action to ensure that applicants and employees are treated without regard to the protected classes listed above.
- Your organization complies with all applicable reporting requirements, including the filing of EEO-1 reports if applicable.
- Your organization posts required EEO posters in conspicuous places available to employees and applicants.

Please sign and return this letter to certify that your agency is in full compliance with these regulations. Keep a copy of this verification for your records as it may be requested during an audit.

Certification:

I hereby certify that [Subcontractor Name] is an Equal Opportunity Employer and complies with all applicable EEO laws and regulations.

Signature of Authorized Representative

Printed Name and Title

Date

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]