

[Date]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

RE: Equal Employment Opportunity (EEO) Compliance Verification

Dear [Contact Name],

This letter serves to verify that [Staffing Agency Name] is an Equal Opportunity Employer. We are committed to maintaining compliance with all federal, state, and local laws prohibiting discrimination and harassment.

We certify that all temporary employees assigned to [Client Company Name] are recruited, interviewed, and hired without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.

Furthermore, [Staffing Agency Name] confirms the following:

- We maintain an active EEO policy distributed to all internal and temporary staff.
- We comply with the reporting requirements of the Equal Employment Opportunity Commission (EEOC).
- We conduct periodic reviews of our hiring practices to ensure non-discrimination.

Please keep this letter on file as evidence of our commitment to EEO standards. If you require additional documentation or have specific audit requirements, please contact our HR department.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Staffing Agency Name]