

Date: [Insert Date]

To: [Internal Department/Regulatory Body Name]

From: [Name of Hiring Manager/HR Director]

Subject: Equal Employment Opportunity (EEO) Compliance Verification - Volume Hiring Initiative

Dear [Recipient Name],

This letter serves to formally verify that the volume hiring initiative conducted between [Start Date] and [End Date] for the position of [Job Title/Department] has been executed in full compliance with Equal Employment Opportunity (EEO) laws and regulations.

We confirm that throughout the recruitment, screening, and selection of [Number] new hires, the following standards were maintained:

- All job advertisements and recruitment materials contained mandatory EEO employer statements.
- Candidates were evaluated based solely on objective, job-related criteria and qualifications.
- Demographic data collection was conducted voluntarily and kept separate from the selection process to prevent bias.
- Standardized interview questions and scoring rubrics were applied consistently to all applicants.
- Reasonable accommodations were provided to candidates with disabilities as requested during the application process.

Documentation regarding applicant pools, selection ratios, and hiring decisions is maintained on file for audit purposes and confirms that no discriminatory practices occurred based on race, color, religion, sex, national origin, age, disability, or genetic information.

Should you require further documentation or specific data reports regarding this hiring cycle, please contact the Human Resources department.

Sincerely,

[Signature]

[Full Name]

[Job Title]

[Company Name]