

Subcontractor Letter

«Company»
«Address 1»
«City», «State» «PostalCode»

To whom it may concern:

ABC Company, Inc. and its subsidiary companies are committed to and must comply with all aspects and practices as described by the Equal Opportunity and Affirmative Action according to the requirements of Executive Order 11246.

It is also required that we notify all companies that provide services and material to us, of their obligation to comply with applicable federal, state and local equal employment opportunity and affirmative action rules and regulations. Accordingly, this letter incorporates by reference the following clauses: Equal Opportunity, 41 CFR §60-1.4; Equal Opportunity for Special Disabled Veterans and Veterans of the Vietnam Era, 41 CFR §60-300.44(f)(1)(ii); and, Equal Opportunity for Section 503 of The Rehabilitation Act of 1973, 41 CFR §60-741.44(f)(1)(ii).

Notification is hereby given that compliance with these clauses may require the contractor/vendor to annually file certain reports (e.g. the Standard Form 100 and VETS-4212 Report) with the Federal government and may require the contractor/vendor to develop a written Affirmative Action Program for each of its establishments, as required by 41 CFR §60-1.40. This notification does not necessarily mean that your business has any or all of the affirmative action obligations referenced above. This will depend upon a number of factors, including the dollar amount of our transaction(s) and the size of your workforce. This provides that if the laws' jurisdictional requirements are met, you will abide by any and all of your affirmative action responsibilities. The governing agency on affirmative action requires that we maintain this type of documentation to show that **ABC Company, Inc.** is in compliance with the law.

It is not necessary for you to respond to this letter, however, please don't hesitate to call if you have any questions.

We do appreciate you and the products and services you provide **ABC Company, Inc.**

Sincerely,

Senior Vice President
Human Resources