

Recruiting/Outreach Letter

DATE:

TO: ABC Organization / Recruitment Resources

FROM: XYZ Corporation Human Resources Department

SUBJECT: Equal Employment Opportunity Policy and Affirmative Action Programs

To Whom It May Concern:

This letter is being sent to your organization as a recruiting resource for XYZ Corporation staffing needs. It is the policy of XYZ Corporation to provide equal opportunity to all employees and applicants with respect to recruitment, hiring, training, promotion, demotion, transfer, layoff, compensation, benefits and other terms and conditions of employment without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, genetic information or any other non-job related characteristics or prohibited grounds specified in applicable state or local law. As a recruitment resource to XYZ Corporation, we would like to ask that you to engage in recruiting efforts and to refer candidates for employment in accordance with our non-discrimination policy.

Additionally, XYZ Corporation has developed affirmative action programs under Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act, the Rehabilitation Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act, and other applicable state and local law. The purpose of these programs is to ensure nondiscrimination in company policies and practices and to assess that equal opportunity is being afforded to minorities, women, individuals with disabilities, and protected veterans.

In accordance with our affirmative action programs, we request that your organization recruit and refer qualified applicants for all externally advertised XYZ Corporation positions. XYZ Corporation provides a periodic listing of currently open positions to those organizations that wish to receive it. Please visit our career page (www.XYZCorporationCareers.com) for a list of all current job opportunities. Applicants can call (555-555-5555) or email us if they have any questions about applying.

While we would like to accommodate general employment inquiries, XYZ Corporation will accept resumes and applications for open positions only.

If you require additional information, please call us at 555-555-5555.

<p>This letter may be used during an OFCCP audit to show good faith efforts to recruit minorities, women, individuals with disabilities, or veterans.</p>
