

- Contractor:
1. Put this letter on company letterhead
 2. Maintain a copy in the EEO master file
 3. Issue original letter to designated EEO Officer

LETTER APPOINTING EEO OFFICER

August 3, 2011

John Doe
ABC Company
Indpls. IN 46204

Dear John:

In line with our Equal Employment Opportunity practices, you have been designated to act as the Equal Employment Opportunity Officer for the Company.

You are hereby authorized to monitor all employment related activity of the Company to ensure that the Company EEO Policies are being carried out, to submit EEO reports on behalf of the Company to the Federal Government as required, and to keep adequate and accessible EEO records of the Company's employees.

You are hereby authorized to take appropriate steps to handle the Company's EEO related activities.

Equal Employment is a priority of this Company. Please bring to my immediate attention any matter interfering with that priority.

Sincerely,

Signature of President or Owner

Xx/xx

cc: EEO master file

President or Owner may designate him/herself as EEO Officer