

PLEASE PRINT ON YOUR COMPANY LETTERHEAD

DATE

TO ALL EMPLOYEES OF _____:

Please be advised that _____ is the Equal Employment Opportunity Officer for _____. _____ will handle all complaints that allege discrimination due to race, color, religion, sex, age, ancestry, veteran status, national origin, handicap (as defined by Sec. 503 of the Rehabilitation Act of 1973) or disability (as defined by the Americans with Disabilities Act of 1990). This company is bound to live up to the provisions of the Civil Rights Act of 1964, Executive Order 11246, and other laws or regulations relating to equal employment opportunity. Anyone who believes discrimination has occurred may report the incident promptly to the EEO Officer who can be reached at _____ between the hours of _____ and _____ or by phone at _____. Thank you.

President