

Letter of Intent

Date: [Insert Date]

To: [Hiring Manager's Name]

From: [Your Name]

Subject: Commitment to an Inclusive Hiring Environment

Dear [Hiring Manager's Name],

I am writing to express my intent and commitment to foster an inclusive hiring environment at [Company Name]. It is essential that our hiring practices reflect the diverse communities we serve and create a workplace where everyone feels valued and respected.

To achieve this, I propose the following initiatives:

- Review job descriptions to eliminate biased language.
- Implement diverse interview panels to mitigate unconscious bias.
- Provide training on inclusive hiring practices for all staff involved in the recruitment process.
- Establish partnerships with organizations that support underrepresented groups.

I believe these steps will help create a more equitable and welcoming environment that attracts top talent from all backgrounds. I look forward to discussing this further and collaborating on our goals for diversity and inclusion.

Thank you for considering my commitment to this important initiative.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]