

# Equal Employment Opportunity Policy Announcement

Date: [Insert Date]

To: All Employees

From: [Your Name], [Your Position]

Subject: Announcement of Equal Employment Opportunity Policy

Dear Team,

We are committed to providing a workplace that is free from discrimination and harassment. Our Equal Employment Opportunity (EEO) Policy reaffirms our dedication to ensuring that all employees have equal access to employment opportunities without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law.

The purpose of this policy is to ensure that all individuals are treated fairly and with respect in all aspects of employment, including hiring, promotion, compensation, and training.

If you have any questions or would like to discuss this policy further, please do not hesitate to reach out to [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]