

# Equal Employment Opportunity Progress Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with a progress update on our Equal Employment Opportunity (EEO) initiatives.

## Overview of EEO Initiatives

Since our last update, we have made significant strides in promoting diversity and inclusion within our organization. Our EEO policies continue to be a priority, and we are committed to creating a workplace that represents the diversity of the communities we serve.

## Recent Achievements

- Completion of unconscious bias training for all staff.
- Increase in minority representation in leadership positions by [X]%.
- Launch of mentorship program aimed at underrepresented groups.

## Future Goals

Looking forward, we aim to:

- Implement a new outreach strategy to attract diverse candidates.
- Develop annual EEO training for all employees.
- Conduct a comprehensive review of our hiring practices by [date].

Thank you for your ongoing support of our EEO initiatives. Together, we can create a more equitable workplace for all.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]