

Recruitment Policy Clarifications

Date: [Insert Date]

To: All Staff

Dear Team,

As part of our commitment to transparency and open communication, we would like to address some of the feedback received regarding our recruitment policy. We appreciate your input and value your suggestions as we strive to create a fair and inclusive work environment.

Key Clarifications

- **Recruitment Process:** We ensure a standardized recruitment process to maintain fairness across all departments.
- **Selection Criteria:** Our selection criteria are based on skills, experience, and alignment with our company values.
- **Internal Opportunities:** We encourage internal applications and promote existing employees whenever possible.
- **Diversity and Inclusion:** We are dedicated to increasing diversity within our workforce and have implemented strategies to reach a broader candidate pool.

We understand that changes can raise questions, and we invite you to share any additional feedback or concerns you may have. Your contributions are invaluable in helping us enhance our recruitment practices.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]