

Equal Opportunity Employment Rights

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

Subject: Equal Opportunity Employment Rights Information

We are committed to promoting a diverse and inclusive workplace where all individuals are treated with respect and dignity. As part of our commitment to equal opportunity employment, we would like to provide you with the following information regarding your rights:

- You have the right to work in an environment free from discrimination based on race, color, religion, sex, national origin, age, disability, or genetic information.
- You have the right to request reasonable accommodations for disabilities under the Americans with Disabilities Act (ADA).
- You may report any instances of discrimination or harassment, and you have the right to expect that your concerns will be taken seriously and investigated promptly.
- Retaliation for filing a complaint or participating in an investigation is strictly prohibited.

If you have any questions or need further assistance regarding your rights, please do not hesitate to contact [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]