

Current Date

Name

Address

City, State Zip

Dear \_\_\_\_\_;

This is to advise you that in addition to other company duties, you have been appointed EEO Officer for this company. You will be expected to enforce the company's policies and to receive any complaints regarding EEO matters.

<Company> gives you the authority to implement the EEO Policy and to take affirmative action as needed.

Sincerely,

Company Official

**Notification to EEO Officer**