SAMPLE LETTER - DISSEMINATED TO UNION

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

(Company) strives to comply with the requirement of Executive Order 11246, as amended, related to affirmative action; Section 503 of the Rehabilitation Act and the Americans with Disabilities Act, covering the employment of the disabled; and the Vietnam Era Readjustment Assistance Act of 1974 as amended, covering the employment of veterans. Please consider this letter as official notice that we do not discriminate against protected veterans and individuals with disabilities and are committed to take affirmative action to employ and advance in employment protected veterans and individuals with disabilities. We ask your cooperation in doing the same.

We appreciate your cooperation in our effort to fully comply with these Federal requirements.

Sincerely,

(Name)

EEO Coordinator