Corporate Logo Here

#### <Date>

<Name>, <Title>

<Organization name>

<Organization address>

<Organization city, state, zip>

Dear <Name>:

<Company> is an Equal Employment Opportunity/Affirmative Action employer. It is our policy to provide equal opportunity to all applicants and to prohibit any discrimination because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or veteran status. Applicants are treated on the basis of their job-related qualifications, ability and performance. To ensure that our EEO policies are carried out, <Company> has implemented Affirmative Action Plans at all facilities.

We would appreciate your referral of qualified candidates for any <Company> openings. Candidates may find our current openings at [www.companyname.com/jobs](http://www.companyname.com/jobs).

Thank you for your consideration and please feel free to reach out to me with any questions.

Sincerely,

<Name>

<Title>

 <Company>