**LETTER TEMPLATE**

**CONSTRUCTION COMPANY APPOINTMENT LETTER**

Dear Sir/Madam:

This letter is to advise you that the following company official has been appointed to serve as our EEO Officer. She/he will assure you that the Mohawk Construction Company is in full compliance with Equal Employment Opportunity Requirements. She/he has full authority to carry out all required EEO-related duties.

 **Name:** Pat H. Henderson

 **Home:** 999 Clinton Lane Topeka, KS 66606

 **Home Telephone:** XXX-XXX-XXXX

 **Office Telephone:** XXX-XXX-XXXX

**Sincerely,**

Bill G. Mohawk

President

**(Signed by Company President or Owner)**