

Sample Notice to Subcontractors and Vendors

[EMPLOYER LETTERHEAD]

Date

[Supplier, Vendor, Subcontractor]

Address 1

Address2

City, State, Zip

Dear [Supplier, Vendor, Subcontractor]:

We are a federal contractor/subcontractor and are subject to equal employment and affirmative action laws including Executive Order 11246 (EO 11246), the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) [IF APPLICABLE], and Section 503 of the Rehabilitation Act of 1974 (Section 503) [IF APPLICABLE].

We have equal employment opportunity and affirmative action policies to ensure that applicants are employed, and that employees are advanced and treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, and other protected characteristics as defined by law.

We ask for your support of our efforts. We appreciate your partnership and collaboration.

Sincerely,