

Sample Appointment Letter

(Company Letterhead)

December 15, 2011

Civil Rights Administrator
Kansas Department of Transportation
Office of Civil Rights
700 SW Harrison Street, Ste. 350
Topeka, KS 66603-3754

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:	785-123-0000
Office Telephone:	785-456-0000

Sincerely,

Bill G. Mohawk
President
(Signed by Company President or Owner)