# Sample New Employee Welcome Letter from the EEO Officer

To: New Employees

From: <Department> Equal Employment Opportunity Officer

Subject Line: Employee Demographic Information

Welcome to <department>!

We value the combined experiences, perspectives, and talents of employees and celebrate workforce diversity as an important part of the department’s culture.

As a new member of our workforce, we ask you to please complete the confidential and voluntary [New Employee Survey](https://eservices.calhr.ca.gov/Survey/NewEmployee) (Survey) and the [State Employee Race/Ethnicity Questionnaire – California Department of Human Resources (CalHR) 1070 Form (CalHR 1070 Form)](https://www.calhr.ca.gov/Documents/calhr-1070.pdf), which will help us evaluate and enhance our efforts to recruit and retain a diverse and talented workforce. To verify employment with the State of California, the Survey will ask you to enter your name and the last four digits of your Social Security Number.

CalHR electronically collects the Survey data and transforms the data into statistical reports, which do not identify employees’ personally identifiable information. These statistical reports are shared with departments to assist with their workforce planning; and are submitted to state and federal agencies to meet mandatory reporting requirements.

Thank you in advance for your contribution to our workforce. If you have questions regarding the Survey or the CalHR 1070 form, please review the [New Employee Survey and CalHR 1070 Form FAQs](https://www.calhr.ca.gov/Documents/ocr-faq-new-employee-survey-and-form-1070.docx) or contact me via email at Name@department.ca.gov or at (xxx) xxx-xxxx.

For

Thank you,

EEO Officer