



April 22, 2014

RI Department of Labor and Training
Business Workforce Center
1511 Pontiac Avenue
Cranston, RI 02920

Dear Sir/Madam:

I am writing on behalf of Astellas US LLC and its affiliated companies (collectively, "Astellas"). Astellas has a policy of non-discrimination in employment practices in all dealings with employees.

Astellas is a federal contractor subject to the non-discrimination and affirmative action compliance requirements of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. As part of our commitment to the employment of qualified individuals, and our efforts to comply with our federal contractor obligations, Astellas has developed and implemented equal employment opportunity and affirmative action policies and programs advancing the employment of women, minorities, covered veterans and individuals with disabilities.

Astellas desires the state to send priority referrals of veterans for all jobs within the state.

I invite you to refer qualified candidates to our organization and to inform your constituencies of employment opportunities with Astellas.

Astellas hires field-based employees located in this state. I have enclosed the name and contact information of the Assistant Director of Talent Acquisition who is responsible for leading and assisting in the hiring activities for the field-based positions in this state.

Astellas US LLC
Rochelle Lund – Assistant Director, Talent Acquisition
One Astellas Way
Northbrook, IL 60062

Below is the name and contact information for the agency Astellas uses to fill temporary positions:

Randstad Professionals US, LP d/b/a Randstad Pharma
Four Parkway North
Suite 120
Deerfield, IL 60015

Below is the name and contact information for firms Astellas uses to fill open positions:

The Right Thing – An ADP Company
3401 Technology Drive
Findlay, OH 45840

DirectEmployers Association
9002 N. Purdue Road, Suite 100
Indianapolis, Indiana 46268

Astellas US LLC
1 Astellas Way Northbrook, IL 60062
Telephone: 224-205-8800 Fax: 224-205-5910
www.astellas.us



I look forward to working with you and to building an ongoing relationship. Thank you in advance for your cooperation and support.

Very truly yours,

A handwritten signature in black ink that reads "Rochelle Lund". The signature is written in a cursive, flowing style.

Rochelle Lund
Astellas US LLC
Assistant Director, Talent Acquisition