

Letter to the Board of Directors

Date: [Insert Date]

Dear Board Members,

As we continue our commitment to enhancing diversity and inclusion within our organization, I would like to outline our goals and objectives for the upcoming year.

Goals:

- Increase the representation of diverse individuals within our leadership teams by 25%.
- Implement a comprehensive training program focused on unconscious bias and inclusive practices across all departments.
- Establish partnerships with organizations that promote diversity in the workplace.

Objectives:

1. Conduct a baseline assessment of our current diversity metrics by the end of Q1.
2. Develop a recruitment strategy targeting underrepresented groups by Q2.
3. Launch employee resource groups (ERGs) to provide support and engagement for diverse employees by Q3.
4. Monitor progress and share quarterly updates with the board to ensure accountability.

By working together toward these objectives, we can foster a more inclusive environment that values diversity and promotes innovation.

Thank you for your continued support and commitment to this important initiative.

Sincerely,

[Your Name]

[Your Position]