

Board of Directors

Diversity and Inclusion Progress Update

Date: [Insert Date]

Dear Board Members,

I am pleased to provide you with an update on our diversity and inclusion initiatives over the past quarter. As you know, fostering a diverse and inclusive environment is central to our mission and values.

Progress Highlights:

- Established a Diversity Task Force to drive initiatives.
- Completed our first Diversity and Inclusion training session for all staff members.
- Increased representation of underrepresented groups in our recruitment process by 20%.
- Implemented mentorship programs focused on diverse talent development.

Next Steps:

- Launch quarterly workshops on unconscious bias.
- Set measurable goals for diversity metrics by the next board meeting.
- Continue to seek feedback from employees on inclusivity efforts.

Thank you for your continued support and commitment to promoting diversity and inclusion within our organization. I look forward to discussing our progress in more detail during our upcoming board meeting.

Sincerely,

[Your Name]

[Your Title]

[Company Name]