

# Employee Resource Group Formation Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for the Formation of an Employee Resource Group

Dear [Recipient's Name],

I am writing to propose the formation of an Employee Resource Group (ERG) dedicated to [specific focus or demographic, e.g., Diversity and Inclusion, Women in Leadership, LGBTQ+ Support, etc.]. This initiative aims to foster a more inclusive workplace, enhance collaboration among employees, and support the overall goals of our organization.

Objectives of the ERG:

- Provide a support network for employees sharing common interests or backgrounds.
- Facilitate mentorship and professional development opportunities.
- Encourage open dialogue and understanding of diverse perspectives.
- Lead community engagement and outreach initiatives.

To move forward, I propose we schedule a meeting to discuss this initiative, potential membership, and outline the next steps for creating this ERG. I believe that together we can create a space that empowers our colleagues and enriches our workplace culture.

Thank you for considering this proposal. I look forward to your feedback and hope to collaborate on this important initiative.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]