

# Sample CEO Letter

## Cultivating a Workplace Culture of Belonging



Dear Colleague,

Many people on our teams may be feeling lonely or disconnected right now, as a result of the COVID-19 pandemic, a society that is more polarized than ever, or other individual reasons. Whatever the cause, it's important to me that everyone at **[Company name]** feels welcome and part of the great things we are doing together.

I want you to know I am personally invested in making sure you feel connected to your teams and that you belong here. So I'm taking this moment to express **[Company name]**'s commitment to cultivating a culture of belonging and psychological safety for everyone in our organization.

**[Companies that have already made ongoing investments in workplace belonging can list strategies already in place, with a commitment to take further action.]**

Our commitment begins with creating a culture of authenticity and respect, where everyone can feel valued for who they are and the contributions they make. This includes feeling safe to speak up, ask questions and offer ideas to influence our work. It also means having the space to make mistakes and learn from them because this is how we innovate and improve. We will all have a role to play in creating this culture, and we'll be sharing details soon about how we'll get there.

With our employee resource groups, we will also explore specific measures to foster connections and make our workplace more supportive and inclusive, no matter where you do your work. I hope you will help shape these measures through your feedback, and I look forward to updating you on our progress soon. **[If your company is ready to announce policies, programs, list them here.]**

I encourage you to share your thoughts by **[Insert your company's feedback plan, e.g., "reaching out to me personally," completing a short survey, "speaking with your manager," etc.]**. If you would like to lead this effort for your team, please reach out to your direct supervisor.

The desire to belong is universal — we all know what it is like to feel left out. I believe that **[Company name]** will see our greatest success when our employees can thrive as their best, authentic selves in and out of the workplace.

Thank you for all that you do to contribute to a sense of belonging and safety at **[Company name]**.

Sincerely,

**[Name of CEO or other trusted leader]**