

Please ensure that:

- The letter is signed by your company's **Chief Executive or Board of Directors;**
- The letter is printed on official company **letterhead;**

Sample Entry Letter for **COMPANIES** only

[Company letterhead]

[Date]

H.E. António Guterres
Secretary-General
United Nations
New York, NY 10017
USA

Dear Secretary-General,

I am pleased to confirm that *[name of company]* supports the Ten Principles of the United Nations Global Compact on human rights, labour, environment and anti-corruption. With this communication, we express our commitment to making the UN Global Compact and its principles part of the strategy, culture and day-to-day operations of our company, and to engaging in collaborative projects which advance the broader development goals of the United Nations, particularly the Sustainable Development Goals. *[Name of company]* will make a clear statement of this commitment to our stakeholders and the general public.

We recognize that a key requirement for participation in the UN Global Compact is the annual submission of a Communication on Progress (CoP) that describes our company's efforts to implement the Ten Principles. We support public accountability and transparency, and therefore commit to report on progress starting the calendar year after joining the UN Global Compact, and *annually* thereafter according to the UN Global Compact CoP policy. This includes:

- A statement signed by the chief executive expressing continued support for the UN Global Compact and renewing our ongoing commitment to the initiative and its principles. This is separate from our initial letter of commitment to join the UN Global Compact.
- The completion of the online questionnaire of the Communication on Progress through which we will disclose our company's continuous efforts to integrate the Ten Principles into our business strategy, culture and daily operations, and contribute to United Nations goals, particularly the Sustainable Development Goals.

Sincerely yours,

[Signature]

[Name Mr. / Ms. _____]

[Title CEO/Managing Director]*

*The letter must be signed by the highest executive in the company.