

Sample Entry Letter

United Nations Global Compact

Companies

To join the United Nations Global Compact, the company's highest level executive writes and signs a letter to the United Nations Secretary-General expressing his support for the United Nations Global Compact and its ten principles. It also commits to publish a Communication on Progress (COP) every year.

In order to help you in the drafting of this document, the UNGC french local network provides you with the following template letter, as well as [an application guide](#). The association is at the disposal of its members to support them in these steps.

Before sending this document, please ensure that :

- The letter is signed by the CEO or the President, that is to say the person informed as the highest level executive in your personal online space on the website of the United Nations Global Compact and on official websites.
- The letter is printed on a document with your company's official letterhead.

SAMPLE ENTRY LETTER

[Company letter-head or logo]

[Name and address of sender]

H.E. António Guterres
Secrétaire général
Nations Unies
New York, NY 10017
USA

[Location], [Date]

Subject: Commitment Letter

Dear Mr. 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 intent to implement those principles. We are committed 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 within *one year* of joining the UN Global Compact, and *annually* thereafter according to the UN Global Compact COP policy. This includes:

1. 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.
2. A description of practical actions (i.e., disclosure of any relevant policies, procedures, activities) that the company has taken (or plans to undertake) to implement the UN Global Compact principles in each of the four issue areas (human rights, labour, environment, anti-corruption).
3. A measurement of outcomes (i.e., the degree to which targets/performance indicators were met, or other qualitative or quantitative measurements of results).

Sincerely yours,

[Name Mr. / Ms _____]

[Title CEO/Managing director]

[Signature]

**This letter must be signed by the highest executive in the company and submitted using the Organization Information online.*