

Sample Entry Letter

United Nations Global Compact

Non-business organizations

To join the United Nations Global Compact, the organization'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 Engagement (COE) every two 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 organization's official letterhead.

SAMPLE ENTRY LETTER

[Organization 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 the organization] supports the ten principles of the UN Global Compact with respect to human rights, labor, environment and anti-corruption. With this commitment, we express our intent to support the Global Compact advancing these principles, and will make a clear statement of this commitment to our stakeholders and the general public.

We also pledge to participate in and engage with the UN Global Compact in the following way(s): [please insert description of the ways in which your organization wishes to engage and participate; please refer to <https://www.unglobalcompact.org/participation/join/who-should-join/non-business> for suggested engagement options according to your organization type].

We recognize that a key requirement for participation in the Global Compact is the submission of a Communication on Engagement (COE) that describes our organization's efforts to support the implementation of the ten principles and to engage with the Global Compact. We support public accountability and transparency, and therefore commit to report on progress *within two years* of joining the Global Compact and *every two years* thereafter according to the Global Compact COE policy.,

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.*