# Template 10

## Communicate Strategy and Accountability

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### *From Employer, To All Staff*

I am excited to share our new Diversity and Inclusion Strategy with you. I would like to recognize the concerted effort that ​ [TEAM THAT DEVELOPED PLAN] ​invested in collecting data, uncovering insights and developing a plan of action. They went through a rigorous process of understanding the root causes of the challenges we face, evaluating best practices from other companies who have faced similar challenges, and developing a robust plan of action.

As promised, I have attached a summary of our results​. [ADD DETAILS ABOUT OPPORTUNITIES TO ENGAGE IN DISCUSSIONS such as ALL STAFF MEETINGS and/or BUSINESS LEADER ROUNDTABLES]

As you know, any strategy involves choosing what to do as well as what not to do at this time. We made the intentional choice to focus our efforts on areas of greatest opportunity and not to dilute our impact with too many initiatives. While we won’t be able to address all our challenges right out of the gates, our strategy tackles important issues that will allow us to achieve ​[BUSINESS GOAL]​ more effectively. Diversity and Inclusion are not “one and done” efforts and we are committed to this for the long haul. We will continue to engage with you in an evolving way as we build and refine our efforts over time.

I have also attached a copy of our strategy that addresses the following areas of focus:

* [FOCUS AREA #1]
* [FOCUS AREA #2]
* Etc.

Please notice the accountability built into the plan. I will personally review our progress with [LEADERSHIP TEAM, BOARD, and/or D&I GOVERNANCE TEAM] ​every​ [TIME PERIOD]​. I am holding myself responsible for ​[WHAT by WHEN]​.

I encourage you to meet within your teams to talk about the results and the strategy. I also ask you to make your own plans at the team level of what you can adjust and how you can improve. If every team supports our organizational goals with their own work we will get there faster together.

We are eager to hear any thoughts or reactions you would like to share; please send them to

[EMAIL ADDRESS or OTHER FEEDBACK LOOP].

Thank you all for working together to build an inclusive workplace at​ [COMPANY]​ where every employee is able to make their best contribution toward​ [PURPOSE or MISSION]​.