

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 letter-head]

[Date]

H.E. Ban Ki-moon
Secretary-General
United Nations
New York, NY 10017
USA

Dear Mr. Secretary-General,

I am pleased to confirm that *[name of company]* supports the ten principles of the Global Compact with respect to human rights, labour, environment and anti-corruption. With this communication, we express our intent to advance those principles within our sphere of influence. We are committed to making the 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 Millennium 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 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 Global Compact, and *annually* thereafter according to the Global Compact COP policy.

Sincerely yours,

[Signature]

[Name Mr. /Ms. _____]

[Title CEO/Managing Director]*

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