



## Pledge to Measure: Sample Letter to Employment Service Organization or Job Coach

**Instructions:** This letter is only applicable to workplace situations where an employee is an active client with a disability employment service organization. For example, if the employee is accompanied to the workplace by a job coach.

To use this sample letter, personalize the fields in the square brackets and copy/paste onto your company's letterhead. The letter can then be sent to the employment service organization or job coach that supports any staff with cognitive or intellectual disabilities.

Dear [Contact/Job Coach Name]

I am writing to seek your assistance with an upcoming initiative at [Organization Name]. [Organization name] has committed to measure and publicly report on the number of people we employ who self-identify as having a disability. We hope it will support our goal of improving employment for people with disabilities.

Between [start date] and [end date], we are asking employees to respond to the Pledge to Measure survey on disability inclusion in the workplace. It will ask our staff to indicate whether they have a disability. The survey will tell us the total number of people working for us who have a disability and how many of them are at a senior level in our organization. Individual responses will remain anonymous.

We recognize that some employees with disabilities may need support in filling out the survey, and in understanding the reasons that we encourage employees with disabilities to self-identify. Attached to this letter is a copy of the survey questions.

Could you please ask [Employee Name] if they would like to participate in the survey, and if they require assistance in doing so? If you would recommend we instead work with a family member or other support person, please let us know.

Thank you for your ongoing support.

[Your Name]

[Job Title] [Organization Name]