Date

Dear [Manager's Name],

I am pleased to inform you that [Employee's Name], has successfully completed the HBA Global Ambassador Program. This self-directed leadership development program is designed for mid-level, emerging leaders and aims to accelerate their advancement through a combination of individual goals and leadership capabilities development, as well as group initiatives that benefit the entire organization.

Throughout the program, [Employee's Name] has demonstrated significant dedication and growth. They have gained cross-functional exposure, increased visibility within the company, and developed confidence-boosting autonomy. The program's customized leadership development has undoubtedly contributed to their accelerated advancement potential. Also, the program not only benefits the individual but the company as a whole. It fosters an engaged HBA community internally, showcases inclusion initiatives, and contributes to developing, diversifying, and retaining talent.

As their manager, your recognition and support of [Employee's Name]'s achievements will be instrumental in their continued development. I encourage you to celebrate their accomplishment and take the following actions:

1. **Inquire about Individual Goals and Capabilities**: Discuss with them the specific goals they set and achieved during the program, as well as the new leadership capabilities they have developed. Ensure these insights and skills are incorporated into their individual development plan to help sustain their momentum and align their growth with the strategic priorities of the company.
2. **Explore Group Initiatives**: Learn about the group initiatives they participated in, including those they helped brainstorm and bring to life. The process of developing the initiatives is designed to empower participants to explore their leadership potential in new ways, and the initiatives themselves result in positive impacts across the organization.
3. **Amplify Their Accomplishment**: Help to amplify their achievement by liking and sharing posts about the program and their success. Advocate for them in support of their desired career path and expose them to new projects and opportunities that align with their aspirations.

Please feel free to reach out if you would like more information about the program or [Employee's Name]'s participation. Your proactive support will help them continue to thrive and make significant contributions to the organization.

Thank you for your attention to this important milestone in [Employee's Name]'s career development.

Sincerely,

Mary Stutts
Chief Executive Officer, Healthcare Businesswomen’s Association

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Chief Executive Officer,

Healthcare Businesswomen’s Association