

Guidelines for writing your commitment letter

This is one of the requirements of becoming a member, without which we cannot process your organisation's application.

EFQM requests this letter as a proof of interest of higher management in entering our network, respecting the confidentiality over the information shared and received, as well as a statement that your management is involved in your organisation's journey to Excellence.

Please be aware that this letter should be signed by your organisation's highest ranking officer (CEO) and not by the Quality Director or the EFQM representative.

Basic requirements:

- The letter must be physically mailed as we need the original signatures
- It should describe in advance the company's mission /vision/strategy, CEO's goals in terms of Excellence inside the organisation
- Please outline why your organisation wishes to join our network
- It would be relevant to mention if there is already use of the EFQM Model and also knowledge of other improvement methods such as Six Sigma.
- Please confirm your belief in the Fundamental Concepts as described in the EFQM model
- How does your company wish to contribute to EFQM's membership network?

This letter should be returned with 2 signed copies of the EFQM affiliation agreement for application as a member. It is very important to add to these documents, your detailed organisational chart and annual report, so that we can better understand your challenges now and in the future in order to give you the best support and help needed on your journey to Excellence.

For any questions please contact our Membership advisor through info@efqm.org.

Kind regards,

The Membership Team