

[Your Name]
[Your Title]
[Date]

[Recipient Name]
[Recipient Title/CEO]
[Company Name]

Dear [Recipient Name],

I am writing to formally propose the creation of a Chief Employee Experience Officer (CEEO) role within [Company Name]. As our organization continues to grow, it is becoming increasingly vital to bridge the gap between human resources, internal operations, and corporate culture to ensure long-term retention and productivity.

The primary objectives of this role would include:

- Designing a holistic end-to-end employee journey from onboarding to offboarding.
- Aligning physical and digital workspaces with our core company values.
- Implementing data-driven strategies to improve employee engagement and mental well-being.
- Reducing turnover costs by fostering a high-performance, inclusive culture.

Unlike traditional HR roles focused on compliance and administration, the CEEO focuses on the "human" element of our business strategy. By treating our employees with the same level of intentionality as our customers, we can drive significant competitive advantages and brand loyalty.

I have attached a preliminary job description and a 90-day implementation roadmap for your review. I would welcome the opportunity to discuss how this position can support our strategic goals for the upcoming fiscal year.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]