Dear **[INSERT NAME HERE]**

I am writing to suggest that we start a conversation as an organisation about how we respond to climate change, reduce our emissions and climate-proof our work.

I would like to invite you to join us for a meeting to discuss this on 26 June.

Other organisations all over the world will be doing the same, as part of an International Trade Union Confederation (ITUC) Global Day of Workplace Action to Climate Proof Our Work.

IPCC climate scientists tell us we must act quickly to stabilise global warming below 1.5 degrees to avoid greater threats.

Here in Aotearoa, we’ve had announcements about a Zero Carbon Bill and a Just Transition. But I don’t think we can wait for the government to tell us what to do, we should get started now.

As workers we want to know how our organisation plans to reduce emissions and have a sustainable future with good jobs. And we want to work with you to make it happen.

The New Zealand Council of Trade Unions supports the ITUC campaign to make all jobs green and decent. As part of this, the ITUC achieved a global commitment for Just Transition in the 2015 Paris Climate Agreement. A Just Transition secures the future and livelihoods of workers and their communities in the transition to a low-carbon economy. But to get there, we need to have a plan.

So we’d really love the opportunity to start that conversation with you now. I’ve attached a draft agenda we could work from.

Yours sincerely,

**[Your Name(s) + Union]**