

END A QUICK SLACK OR EMAIL -

CASUAL **FRIENDLY**

SUBJECT: Thank you, how can I help?

Hi, _____,

I wanted to take some time to let you know how much you're valued here. I'm really grateful to have you as my friend/colleague, and you really help to [insert positive verb here, i.e. ground, push, motivate] me. Seriously, thank you for helping me with [project, task, conversation] the other day. You're awesome.

I always want to do what I can to make the workplace a better environment for everyone, so if there's anything I can do to be a better workplace ally for you, please let me know. I want you to achieve awesome things here, so please always let me know how I can be an advocate for you.

All the best,
[Name]

END AN EMAIL -

PROFESSIONAL **ACQUAINTANCE**

SUBJECT: Thank you – how can I help?

Hello _____,

I wanted to take some time this Juneteenth to let you know how much I value you as my colleague/manager/partner. I've learned a lot from you and I have appreciated having your voice, insight, and expertise on our team. I would like to become a better workplace ally, for you and other BIPOC professionals, starting by having a conversation about your professional goals and how I can help, advocate for, and support you.

If you'd like to set aside some time to chat, my door is always open.

All the best,
[Name]