



**UNITED STATES DEPARTMENT OF COMMERCE**  
**The Secretary of Commerce**  
Washington, D.C. 20230

Dear Senior Executive:

It is my privilege as Secretary to welcome you to the U.S. Department of Commerce team and to our growing family. You will find that our committed and diverse leadership works tirelessly to be the voice of business in Government, and to further the Administration's focus on economic growth and innovation. To that end, we are excited that you are bringing your passion and experience to our team.

In 2013, the Department's leadership set out to demonstrate to our stakeholders—entrepreneurs and corporations, overseas partners and Government leadership, and our own international community of Commerce employees—that America is Open for Business. As outlined in the Department's 2014-2018 Strategic Plan, our focus is on five key areas: trade and investment, innovation, environment, data, and operational excellence. The Department's primary strength is the ability of our diverse bureaus to work together and leverage expertise in these key areas, driving economic growth and data-driven policymaking. As a member of the Department's prestigious Senior Executive Leadership Corps, you play a vital role in helping us achieve these goals. In return, we will make every effort to create an environment in which you can achieve your highest level of excellence.

Ultimately, the Department's impact will be the result of your leadership, your innovation, and your collaboration. I have the utmost confidence that, with you and the rest of our team at the helm, America's path forward is a bright one. Once again, welcome to the U.S. Department of Commerce. If you have any questions, your bureau's Office of Executive Resources is ready and excited to help.

Sincerely,

A handwritten signature in blue ink that reads "Penny Pritzker".

Penny Pritzker  
U.S. Secretary of Commerce