

SAMPLE THANK YOU LETTERS/EMAILS

THANK YOU TO EMPLOYEES 1

Dear Fellow Employee:

I want to personally thank each and every one of you who contributed to our United Way campaign. Your kindness will touch many lives in need of help.

Because of your generosity, employee contributions increased by (Percent) -- far exceeding our goal. (Company) employees' (Amount) gift to the United Way this year is a true expression of caring and an investment in our community.

Thank you for your support. Together, (Company Name) is Living United!

Sincerely,

(CEO / Manager/or Employee Campaign Coordinator)

THANK YOU TO EMPLOYEES 2

Dear Employee,

Thank you for your support of [Company Name]'s United Way campaign. Together, we raised [dollars] for our community. United Way touches one of every two lives in our community—and it's because you made the decision to help.

When you give to United Way, you are improving lives, tackling key social issues, and making a difference in the quality of life we all enjoy by:

- Developing children and youth to their full potential
- Creating strong families and safe neighborhoods
- Sustaining senior independence and individuals with disabilities
- Supporting people rebuilding their lives

I am proud that you made the decision to do something inspiring for our community. Your generosity and community spirit are why [Company Name] continues to stand out as a leader in (region or county).

(CEO / Manager) (or Campaign Coordinator)

THANK YOU TO EMPLOYEES 3

Dear <EMPLOYEE>:

I would like to thank you for participating in <COMPANY NAME>'s 20-- United Way campaign. United Way is leading the movement to make sure everyone has the building blocks for a good life: Health, Education, and Financial Stability.

It is a privilege to work with individuals who want to support the United Way movement and make a positive difference in our local community. Your contribution helped raise a total of <insert \$\$ total>.

The success of our campaign required generosity, enthusiasm and commitment to our local community, and we appreciate your support. On behalf of United Way and the hundreds of people touched by your gift, thank you for choosing to help change lives.

Sincerely,

(CEO/Manager)

Email After Campaign:

Dear (DONOR),

Our 2019 United Way campaign has come to a close and I wanted to personally thank you for your participation and investment in our community. Your generosity and dedication means you understand what it means to change lives.

I'm pleased to announce (COMPANY NAME) raised \$(AMOUNT) for this year's United Way campaign. I'm proud we were able to once again help create lasting changes that benefit all of us. Our achievement shows that advancing the common good within our community is something we can all do through giving, advocating and volunteering.

Together, we can inspire hope and create opportunities for a better tomorrow. Thank you again for your continued support, and for being a part of the change. I'm proud to say that (COMPANY NAME) has shown how to change lives.

Sincerely,

THANK YOU TO VOLUNTEERS

Dear (Volunteer):

Thank you for doing a great job on this year's United Way campaign!

I know that a successful employee campaign doesn't just happen. It requires a lot of planning, time and effort. I appreciate the extraordinary effort you put forth.

The results of our campaign speak for themselves. It's obvious that more of our employees became educated about how their dollars work through the United Way. The proof is in the giving.

Thank you for all you did to make (Company)'s United Way campaign a success. But most importantly, thank you on behalf of all our friends and neighbors who will get the help they need. You are a great example of Living United!

Sincerely,

(CEO / Manager)