

New Hires Letter

Dear [insert employee name]:

Here at [insert company name] we strongly support the local United Way campaign each year. United Way of Marion County is dedicated to improving our community.. They provide resources and support programs that affect positive change in those areas.

Contributing to the campaign is easy. All you need to do is complete the enclosed pledge form and submit it to [insert name, dept., and contact info]. If you have any questions, feel free to call [insert name and number]. We encourage you to use payroll deduction as it's the easiest way to give. The amount that you decide will be automatically deducted each pay period and is kept strictly confidential.

United Way is the best way to give and make a difference here at home. They support 25 health and human services agencies. Just think that your single gift, combined with the gifts of others, can provide quality child care, after school programs for youth, services for the elderly, mental health counseling, job training, and basic needs like food, shelter and utility assistance. To learn more, please visit www.unitedway.org

We want you to know that we care too, and make an annual corporate contribution to support United Way's efforts locally. Thank you in advance for your support of United Way and helping to build our reputation as a good corporate citizen. It is greatly appreciated!

Kindest regards,

CEO

