

Invitation to Participate in Our Charity Donation Matching Program

Dear [Employee Name],

We are excited to announce the launch of our Employee Charity Donation Matching Program! This initiative aims to support the charitable contributions made by our employees to communities and causes they care about.

Starting [Start Date], for every dollar you donate to a qualified charity, [Company Name] will match your contribution up to [matching limit] per employee each year. We believe that together we can make a significant impact!

To participate, simply follow these steps:

1. Make a donation to a qualified charity of your choice.
2. Complete the matching gift form located on the [Intranet/Company Portal].
3. Submit proof of your donation, and we will handle the rest!

We encourage you to take advantage of this opportunity to double your impact. If you have any questions, please reach out to [Contact Person] at [Contact Email].

Thank you for your generosity and for helping to make a difference!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]