

# Corporate Donation Matching Initiative Announcement

Dear [Employee/Team Name],

We are excited to announce the launch of our Corporate Donation Matching Initiative, designed to encourage charitable giving among our employees. As part of our commitment to social responsibility, [Company Name] will match donations made by employees to eligible nonprofit organizations dollar-for-dollar, up to a maximum of [specific amount] per year.

Whether you support education, health, the environment, or any other cause, your contributions can make a significant impact. To participate in this initiative:

1. Make a donation to a qualifying nonprofit organization.
2. Submit your donation receipt along with a completed matching gift form to [specific email or address].
3. Enjoy the satisfaction of knowing that your generosity is being matched by [Company Name].

We believe that together, we can make a difference in our communities. For more information about this initiative and to find out which organizations are eligible, please visit [link to the company intranet or policy document].

Thank you for your commitment to giving back!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]