

Announcement: Employee Volunteer Program

Dear Team,

We are excited to announce the launch of our Employee Volunteer Program! This initiative is designed to encourage and support our employees in giving back to the community.

The program will include various volunteer opportunities, allowing you to participate in activities that align with your interests and skills. Whether it's helping at local shelters, participating in community clean-ups, or mentoring youth, we want to make it easier for you to get involved.

Key details of the program:

- **Launch Date:** January 15, 2024
- **Volunteer Hours:** Employees can earn up to 8 hours of paid time off for volunteering each quarter.
- **How to Participate:** Sign up through the employee portal and select from available opportunities.
- **Information Session:** Join us for an informational session on January 10, 2024, at 2 PM in the main conference room.

We believe that volunteering not only enriches our communities but also strengthens our team and workplace culture. We encourage everyone to embrace this opportunity to make a positive impact.

If you have any questions, please feel free to reach out to the HR department.

Thank you for your continued commitment to our community!

Sincerely,

[Your Name]

[Your Title]

[Company Name]