



## The Campaign - Coordinator Template: “Thanking Employees”

### THANK YOU MESSAGE #1:

Dear Fellow Employee:

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

Because of your generosity, employee contributions increased by **(Percent)** -- far exceeding our goal. The **(total pledge amount)** donated by **(agency)** employees this year is a true expression of caring and an investment in our community.

Thank you for your support.

Sincerely,  
**(Leader) (or Campaign Coordinator)**

### THANK YOU MESSAGE #2:

Dear Contributor:

Because you cared, help will be there, where help is needed most.

Together, we raised **(total \$\$ pledged)**, exceeding/meeting our goal of **(\$goal)**. It takes every one of us to build a better community. Thank you for doing your part!

Sincerely,  
**(Leader) (or Campaign Coordinator)**



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### THANK YOU MESSAGE #3:

Dear **(employee’s first name)**:

Thank you for your generous contribution to The Campaign! You have helped to make your community and the world a better place to live and work for all of us.

Through your contributions, **(agency)** raised **(total \$ pledged)**, a **(XXX%)** increase over last year. Our pledges will make a difference in the lives of thousands of individuals who rely on the charities that participate in The Campaign.

Again, thank you for your generosity and commitment to the **(name of the campaign)**.

Sincerely,  
**(Leader) (or Campaign Coordinator)**



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### THANK YOU MESSAGE #4:

Dear **(employee’s first name)**:

Community leadership takes many forms and we are fortunate to have generous employees who answer the call for leadership by making significant contributions through **(The Campaign)** each year. Thanks to you, not only has **(agency)** distinguished itself as a leader in our field, but also as a leader in caring and giving to our community.

We all know the importance of having a place to take a child when they are seriously ill or removed from an abusive environment. We know the need for programs to help seniors with basic daily activities and the value of medical research in the fight against many life-threatening diseases. We understand the value of investing in programs that educate our youth and provide our peers the opportunity to lift themselves up out of difficult times.

The charities that provide these critical services depend on all of our support, and

Thanks to your generosity, the employees of **(agenxy)** raised **(total \$ pledged)** this year, exceeding/meeting our goal of **(\$goal)**. That money will help the charities that provide these critical services the resources needed to make our community a better place.

Thank you for your support and commitment The Campaign.

Sincerely,

**(Leader) (or Campaign Coordinator)**