

<Add Company Letterhead Here>

Dear new <Company Name> employee,

Welcome to <company name>! We're excited to have you join our team. I hope that during your first few days you get a lot of great information that inspires you and makes you feel like a member of our <company name> family.

As a company, we care about the community where we live, work, and call home. Our company values call us to do our part so everyone in our community has opportunities for a better tomorrow.

These same values and commitment are shown by our local United Way. To have a strong community, it takes all of us to believe that everyone deserves opportunities to succeed. When you give to United Way, your dollars stay right here in our community and go toward our community's biggest challenges – preventing hunger and homelessness, preparing children to success, and strengthening families.

As a part of working at <company name>, every fall you'll be invited to join your coworkers and learn about some of the struggles our neighbors face right here in Cass and Clay counties. I encourage you to attend and think about your personal values, in addition to our company values, and consider giving a donation to help those in our community most in need.

Our impact last year...

(This is your space to include information about your specific campaign, interesting stats, key events, awards you've won, etc., that you are proud of within your United Way campaign.)

I would like to invite you to join <company name> and your coworkers and consider a gift to United Way today! Complete the enclosed pledge form and provide it to your HR contact.

To learn more about how United Way is helping solve our community's biggest challenges visit unitedwaycassclay.org.

On behalf of the thousands of local children and families served by United Way of Cass-Clay, thank you for giving!

Sincerely,

<CEO Name>

<CEO Title>

<Company Name>