**(DATE), 2019**

Dear **(PERSONALIZE)**,

Congratulations on your new job! You are joining a company committed to the well-being of our employees and our community.

Did you know **(COMPANY NAME)** is a strong partner with United Way? Together we fight for the health, education, and financial stability of everyone in Caldwell, Christian, Todd, and Trigg counties. United Way of the Pennyrile invests in more than 30 programs and organizations that strengthen our community, and we invest in United Way. Together we are changing lives, and you are invited to be a part of it.

Along with many organizations, **(COMPANY NAME)** participates in a workplace campaign. This gives you the opportunity to learn more about United Way and, if you choose, to easily donate via payroll deduction. Even a small donation can have a lifelong impact:

* $5 per pay period\* gives a homebound senior weekly transportation to visit with friends and enjoy a meal at an eldercare program. They also take regular trips to the market and local attractions; ultimately, they remain happier, healthier, and independent longer.
* $10 per pay period\* provides after-school programming, tutoring, and mentoring for at-risk youth to help them develop into successful members of our community and workforce.

\*26 pay periods per year

United Way is a careful steward of your generosity. With their transparent process, your investment goes toward proven programs that tackle our communities’ toughest challenges. They work alongside our business, other nonprofits, and government partners to create community initiatives focused on improving education, income and health standards. **(COMPANY NAME)** is a vital part of this process. We hope you will join us as we work together toward a community where everyone can succeed. We are glad you’re here and welcome you to the team!

Sincerely,

**(COMPANY PRESIDENT/CEO NAME)**President & CEO