



# LIVE UNITED

GIVE. ADVOCATE.  
VOLUNTEER.

## Thank You Letter – CEO to Employees

Dear **EMPLOYEE NAME**,

Let me take a moment to thank you—for your hard work, your commitment to **COMPANY NAME**, and your support of our community.

As we head into 2010, it's inevitable that we reflect on 2009. One of the highlights of this year was our United Way Capital Area charitable giving campaign. I'd like to commend your generosity, which, combined with the philanthropy of your colleagues, helped **COMPANY NAME** raise **\$XXXXXX** for our community. Thanks for everything you did to make this campaign such a success.

Additionally, as we look forward to a new year, remember that we can assist our friends and neighbors who need our help in a variety of ways. And whether you chose to make your 2010 community contributions by giving, advocating, and/or volunteering know that your dedication to the Central Texas community is making a difference.

Thank you for your time and talent,

**CEO NAME**  
**COMPANY NAME**