**Email to staff from a senior leader/team leader/manager**

**Insert an image relating to your program & the charities you support**

**Here’s fuel for thought:** If everyone from <insert organisation name> donated the average cost of one beverage a week through workplace giving, together we could raise over $<insert the dollar amount (number of employees x $4) (e.g. 500 staff x $4 per week = $140,000> a year for the causes we care about.

**Insert image of sender**



Regular payroll giving has many benefits:

1. It helps our staff support a range of community needs and provides the charities we support with a reliable source of income.
2. There’s no need to keep receipts for tax time – deductions come from your pre-tax salary.

**Adjust the wording to suit your own process**

1. Sign up is easy. Just follow the link below and choose an organisation from the list or complete the form and return it to Payroll.

June is Workplace Giving Month, a time to reflect on how we can support others in need, create a cohesive community and together have a real social impact.

You can follow this link to get started, or go to the **intranet→payroll →workplacegiving.**

Thank you – every little bit helps!

**Adjust to suit your own process – add hyperlink**

**Insert email signature**

**of your senior leader/**

**team leader/manager**