



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.

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.
3. 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.



Insert image of sender

Adjust the wording to suit your own process

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!

Insert email signature of your senior leader/team leader/manager

Adjust to suit your own process – add hyperlink

