

CEO Thank You Letter

Example A

Example “Thank You” Letter

<Date >

<Employee Name>

<Address>

<City, State Zip>

Dear <Employee Name>:

On behalf of <Your Company Name Here> I would like to thank you for your participation in this year’s United Way of Greater Battle Creek annual campaign.

Your contribution to the 2007 campaign is vital to the overall well-being of our local community. Many lives will be impacted as a result of your generosity.

Collectively, our company contributed more than <\$ Amount> toward the \$---- million community goal. This is a remarkable achievement, and we are glad that you chose to be a part of it.

Again, thank you for your contribution. Together we are making a difference for our community!

Sincerely,

<Name of CEO or Human Resources Manager>

<Title>