

Welcome Letter to Newly Hired Personnel

(To be done on company letterhead and inserted in New Hires Kit)

Dear [NAME],

Welcome to [COMPANY]! Congratulations on your new position. You are an important addition to our team. We look forward to working together and getting to know you better.

As you learn your new role, you will discover our company's culture. We are very proud of our commitment to this community. One of the most important ways we show demonstrate this is through our contributions to Lake Area United Way.

[COMPANY] believes that United Way offers our employees with one of the best ways to get involved in our community while giving them a chance to help others. Nearly one of every two local residents is touched by United Way agencies, services and initiatives.

Enclosed you will find a brochure listing the local organizations supported by United Way. You will also learn that United Way is an exceptionally effective steward of our contributions, with over 99 cents of every dollar staying right here in Lake County, Indiana.

We invite to join in [COMPANY] support of United Way and consider making a donation. Payroll deduction makes giving easy and affordable. Participation is strictly voluntary.

I encourage you to take a few minutes to learn more about how United Way strengthens our community. A pledge form has been provided for your convenience. Please return the form to [NAME & TITLE OF HR DIRECTOR].

If you have any questions about United Way, please feel free to contact [NAME] at [PHONE/EMAIL]. Again, welcome to [COMPANY] and thank you for considering the opportunity to contribute to Lake Area United Way.

Sincerely,

INSERT CEO NAME & HAND-SIGNED SIGNATURE
CEO TITLE