

Email to encourage donations

Communication
Disaster Response

To All Employees
From S R and C C
Date November 29, 2016
Subject **Giving Tuesday**

At XYZ, one of the key principles of Driving What's Possible is "got your back." Every day we put this principle into action for our Employees through the XYZ Employee Disaster Relief Fund.

Today is "Giving Tuesday," a time for people around the globe to come together in support of others. At XYZ, we pride ourselves on our close, family-like feel. If you choose to give this season, one way you can support your fellow Employees is through donations to the XYZ Employee Disaster Relief Fund.

All donations to the fund are matched 2:1 by The XYZ Foundation. The minimum gift amount per match request is \$5 and a donation can be made by texting 50155. You can also make a donation by visiting <https://emergencyassistancefdn.org/XYZ-employee-disaster-relief-fund-2/>. To request a match, visit foundation.XYZ.com. All gifts are tax deductible.

While the fund can help in the event of a natural disaster, it actually does more for our Employees. This year alone, the fund has helped Employees with burial expenses for family members' funerals, escape from domestic abuse situation, pay unexpected medical expenses and recover from the Louisiana flooding. Management Assistant at shared, "My experience with the Fund helped me understand the importance of donating to help others in need because of those who donated to help me." (Read testimonials in this week's "What's New.")

If you are facing a difficult situation:

The XYZ Employee Disaster Relief Fund is here to assist you. You can apply by visiting www.XYZRelief.org. The maximum amount available for each incident is \$_____ and the minimum amount awarded is \$500. If you have any questions about the Employee Disaster Relief Fund or application process, please reach out to your HR Representative or contact the Emergency Assistance Foundation at XYZ@EmergencyAssistanceFdn.org or 888-508-3162.

Position **Manager**

Action • Please share this communication with all Employees without email access.