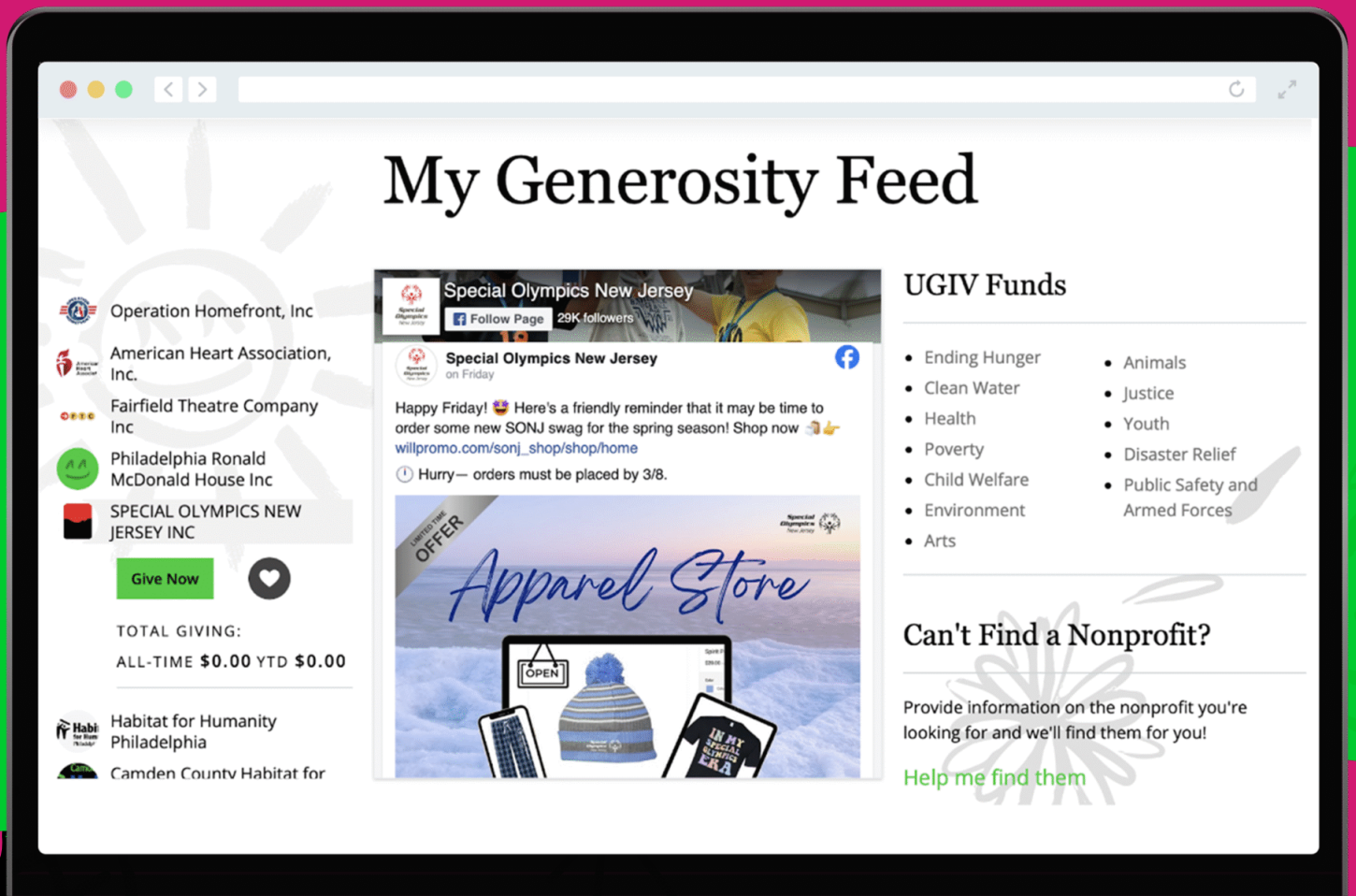


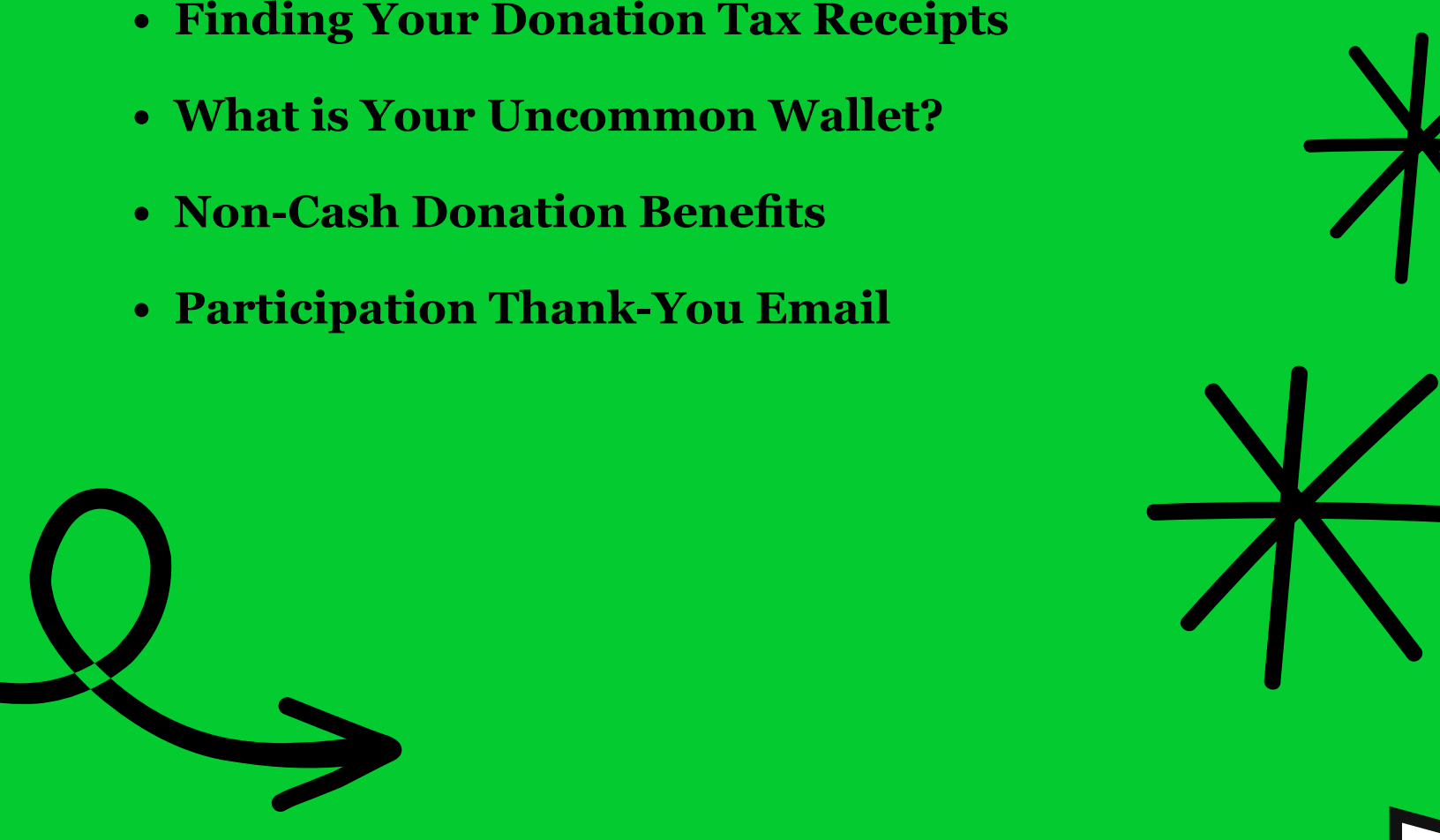
# CORPORATE GIVING EMAIL TEMPLATES TO BOOST EMPLOYEE PARTICIPATION

Not sure how to promote employee giving to your team? We've compiled 7 email templates you can use to educate employees, empower more generosity, and make your CSR program a success.





# *Table of Contents*

- **Matching Gift Reminder**
  - **How to Track Volunteer Hours**
  - **Employee Giving Campaign Announcement**
  - **Finding Your Donation Tax Receipts**
  - **What is Your Uncommon Wallet?**
  - **Non-Cash Donation Benefits**
  - **Participation Thank-You Email**
- 

# Matching Gift Reminder Email

Use this template to remind employees about your matching gift program, explain how to request a match, and encourage them to give through your corporate giving platform.

## Template #1

**Subject: Don't forget—[company] will match your donations to nonprofits!**

[Greeting],

Did you know that our company matches employee donations at a [1:1, .5:1, or 2:1] ratio up to \$[maximum match amount]?

As part of our commitment to [company value], we want to empower team members to give back to their communities and support the causes they care about. Through matching gifts, we've already donated over \$[total matched donation amount] this year to causes like [example causes].

Want to be part of the generosity movement? Requesting a match is easy. All you have to do is:

1. Log in to your Uncommon Giving employee account.
2. Search for the nonprofit you want to support, or browse the over 1.5 million vetted organizations.
3. Submit a donation up to \$[maximum match amount].
4. The platform automatically requests and distributes the match, multiplying your impact!

If you already made a donation through other channels, like a nonprofit's website or at a fundraising event, don't worry. You can still request a corporate match by [filling out this form or navigating to this tab in your CSR platform].

**We can't wait to see the difference we can make together.** For any questions, please reach out to [name of CSR leader].

Best,

[Company leader name]

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# How to Track Volunteer Hours

If your company offers Dollars for Doers or volunteer grants, this email template will help you explain how to participate and maximize employee impact.

## Template #2

**Subject: How to track volunteer hours & give more to nonprofits (for free!)**

[Greeting],

We're so excited to offer sponsored employee volunteering opportunities and empower team members like you to give back. If you participated in our [last team-wide volunteer event], you know how fun, inspiring, and impactful volunteering can be.

Plus, with **Dollars for Doers**, [company] will donate an additional [volunteer grant amount] for every [number of hours] you volunteer with eligible organizations!

But if you've never logged volunteer hours with [company] before, you may be confused about how to participate. Our workplace giving platform makes it easy. Just follow these steps:

1. Log in to your Uncommon Giving account and browse volunteer opportunities.
2. Choose one to participate in, sign up, and attend the in-person or virtual event.
3. Log your volunteer hours in the Volunteering tab of your dashboard.
4. The platform automatically requests, approves, and distributes volunteer grants.
5. View your impact in both hours and dollars donated!

So far, [company] team members have volunteered [total number of hours] and donated \$[total volunteer grant amount] in Dollars for Doers grants.

Sign up for an event now to make your mark!

[Company leader name]

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# Employee Giving Campaign Announcement

Company-wide giving campaigns are perfect for bringing teams together to make a significant, unified impact. This email template announces an example disaster relief campaign, but you can tailor it to any cause or theme.

## Template #3

**Subject: Campaign kick-off: Help us support those affected by [disaster]**

[Greeting],

[Information about the recent disaster and the needs of those affected.]

As a company committed to [company value], it's our responsibility to help the communities affected by this tragedy. **That's why we're launching [name of employee giving campaign], which runs from now through [campaign end date].**

For this campaign, we're encouraging employees to support [relevant nonprofits] in any way they can. This includes:

- Donating money from your Uncommon Wallet, bank account, or credit card
- Setting up new payroll deductions for the month of [month]
- Requesting matching gifts to double your total contribution
- Volunteering to [relevant volunteer activity]
- Requesting volunteer grants to provide additional financial support
- Donating items like [types of in-kind donations needed]

Together, we can make sure [disaster relief outcome].

We'll provide weekly updates as we get closer to our goal of [employee giving goal]. Please join us now as we work to support our [neighbors, community members, etc.].

Thanks in advance,

[Company leader name]

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# What is Your Uncommon Wallet?

If you use Uncommon Giving, employees automatically receive [their own charitable giving accounts](#) called Uncommon Wallets. This is an impactful benefit, but employees may not know how to make the most of it. Use this email template to break down the basics.

## Template #4

**Subject: Your Uncommon Wallet: What it is and how to use it**

[Greeting],

We've received a few questions about the Uncommon Wallet feature in our corporate giving platform and wanted to share a quick breakdown.

**Your Uncommon Wallet is a tax-smart giving account just for you**—you can set aside money to give later, get tax deductions early, and disburse donations to nonprofits of your choice at any time. The best part is that it's all tracked in one place, creating a centralized hub for all your charitable giving activities.

Here's how it works:

- 1. You (or the company!) add funds to the giving account at any time.** You might put aside a certain percentage of your paycheck each month for charitable giving, or dedicate part of your annual bonus to giving back. Occasionally, we may even add funds to your Wallet to empower more generosity.
- 2. Claim charitable tax deductions for the year you added funds.** Your Uncommon Wallet functions as a donor-advised fund (DAF) that comes with special tax benefits. Instead of receiving tax deductions after you donate to a nonprofit, you receive them just for adding funds to your Wallet. Since this money is dedicated to philanthropy, you can access tax benefits early!
- 3. Distribute donations from your Wallet at any time.** You have plenty of freedom when it comes to giving these funds. Say that you added \$500 to your wallet in 2025. In 2026, you might donate \$150 to an animal shelter in May and \$300 to an advocacy organization in September. The other \$50 remains in your Wallet, ready to be used any time you feel called to give.

[Company] is thrilled to offer this benefit to our employees, and we look forward to seeing the impact you make with it! Contact [name of CSR leader] if you have any questions.

*Cheers to bettering our communities!*

[Company leader name]

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# Non-Cash Donation Benefits

[Uncommon Giving](#) enables your employees to expand their giving options and access additional tax benefits. This email template makes it easy to explain the process and benefits of donating non-cash assets through the platform.

## Template #5

**Subject: Did you know you can donate stocks and crypto, too?**

[Greeting],

We've loved seeing the difference we can make as a team through corporate giving. Together, we've already donated \$[total donations] to [number of nonprofits] organizations!

But did you know that you can donate more than just cash through our workplace giving platform?

To inspire even more giving, we're proud to announce that you can fund your Uncommon Wallet with donated assets like **stocks** and **cryptocurrency**.

If you own appreciated assets, donating them is a great way to support your favorite causes while maximizing tax efficiency. You can get a standard charitable tax deduction, plus save on capital gains taxes you would've had to pay on any appreciation.

All you have to do is:

- Click "Add Funds" to your Uncommon Wallet and select the type of donation.
- Follow the instructions to add your assets (the platform automatically converts them into cash!)
- Donate the funds to nonprofits on your own timeline, just like any other donation.

Once you make donations from your Wallet, you can even request matching gifts to double your impact. The platform takes care of this for you, but you can also access our matching gift guidelines here [\[include link to your company guidelines\]](#) for a refresher.

Thanks, all!

[Company leader name]

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# Finding Your Donation Tax Receipts

Employees who participate in workplace giving will need their donation receipts to be eligible for charitable tax deductions. [The right platform](#) will make this easy, but you can use this email template to remind employees how to find theirs.

## Template #6

**Subject: How to find your donation receipts before tax season**

[Greeting],

Tax season is almost here, and we know that many of you are eligible for charitable tax deductions thanks to your participation in [company's] employee giving program.

To make sure you have everything you need, here's a quick reminder of how to find your tax receipts:

- **If you donated through the platform:** Just log in to your workplace giving account and navigate to your Wallet. You'll find one convenient tax receipt for all contributions you made through the platform last year. Just download the receipt and save it to your records.
- **If you donated through other channels (nonprofit websites, fundraising events, etc.):** You likely received individual tax receipts for every donation you made to various nonprofits. Search your email and other records, looking for all receipts from [year]. If any are missing, reach out to the nonprofit and ask for a new one.

The process is simple when you go through our workplace giving platform. Still, if you run into any questions or issues, contact [name of CSR leader] for help.

Thanks again for all your generosity!

[Company leader name]

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# Participation Thank-You Email

Any time an employee participates in your workplace giving programs, you should recognize their support. Tailor this template based on their participation, then use it to say thanks.

## Template #7

**Subject: Thanks for helping [company] make a difference!**

[Personalized greeting],

Thanks for taking part in our [type of employee giving] program by [donating or volunteering] to support [organization or cause]!

**Your participation is essential to living out [company values] and giving back to our community.** Together, we can make a difference in the causes that matter most to our [company] team and live out our values as a philanthropic, socially responsible business.

If you have any feedback on your giving experience, reply here or fill out this form [link to feedback form]. We can't wait to see what your contributions achieve!

In solidarity,

[Company leader name]

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# Drive more employee participation and impact with Uncommon Giving.

Contact our team to see what our easy-to-use workplace giving software can do for you.

Request a demo



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