**FROM:**Department/Agency Head

**TO:**All employees

**CONTENT:** Campaign updates / Giving Tuesday and International Volunteer Day

**DATE TO SEND:**Monday, November 30 (day before Giving Tuesday)

**SUBJECT:** Celebrate the season with the CFC

Dear colleagues:

The holidays are upon us, and one of my favorite ways to ring in the season is with a gift through the Combined Federal Campaign (CFC). Join the CFC community to help those in need and *Show Some Love* this holiday season. You have the opportunity give to the charities you care about through payroll deduction, pledge volunteer time, and *Be the Face of Change*.

This week, the CFC is celebrating two significant days at the heart of the campaign: Giving Tuesday and International Volunteer Day. I encourage you to consider giving back through the CFC this week to make a difference in the lives of others, many of whom are still working to recover from this challenging year.

Tomorrow, Dec. 1, we celebrate #GivingTuesday, a global giving movement. This day of generosity is a wonderful opportunity to support those who need it most by giving through the CFC. Help us make this the greatest online giving day of the entire campaign and reach our goal of [DOLLARS.]

Then, on Saturday, Dec. 5, we recognize volunteerism through International Volunteer Day. Join forces with your colleagues to make an impact, and honor the efforts of volunteers around the world by donating your time and talent in support of your favorite causes through the CFC. Tutor a child after school, clean up your neighborhood park, or even serve as a virtual volunteer! Visit the [online charity search](https://cfcgiving.opm.gov/offerings) or take a look in the Charity Listing and find CFC organizations accepting volunteer pledges.

I encourage each of you to find your own way to *Show Some Love*through the CFC, whether you make a contribution on #GivingTuesday, pledge your time on International Volunteer Day, or inspire your colleagues to give back alongside you – or all of the above! Our goal this week is to *Show Some Love* on behalf of [DEPT/AGENCY] by bringing in the greatest number of pledges and have fun while doing it. I am confident that with unity in spirit, we will be successful.

Thank you for all that you do,

[NAME/TITLE]