
Employee Donation Request Form

[Organization's Logo]

Employee Donation Request Form

Employee Information:

- **Name:** [First Name] [Last Name]
- **Department:** [Department Name]
- **Employee ID:** [Employee ID]
- **Phone Number:** [Phone Number]
- **Email:** [Email Address]

Donation Details:

- **Donation Type:**
 - Monetary
 - Supplies
 - Time (volunteering)
 - Other: [Specify]
- **Amount (if monetary):** \$[_____]
- **Date of Donation:** [Date]

Purpose of the Donation:

- **Organization/Individual Receiving Donation:** [Recipient Name]
- **Cause/Project:** [Brief Description]

- **How will the donation benefit the cause?**

[_____]

Acknowledgment and Recognition:

- I wish to remain anonymous.
- I permit the use of my name in donor recognition materials.

Additional Comments/Instructions:

[_____]

Thank You for Your Generosity!

For questions or additional details, please contact:

- **HR Department:** [HR Contact Name & Details]