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# 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]