## Sample Thank You Email

## Write a custom email to send to thank participants.

**To:**

**Subject:** Thank You for Participating in the Lights Off Campaign

Dear staff members,

Thank you for participating in our Lights Off campaign. This was a great collaborative effort between all staff.

A special thank you also goes out to those who worked on the campaign planning team. We are happy to report we surpassed our campaign goal of xxx.

Please continue to be mindful of how we use lights and other equipment in our office. We want to continue to work with you to address our energy use to continually improve how we operate.

Many thanks,

“Senior Leader” involved with the campaign.