## Sample Thank You Email

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

**To:**

**Subject:** Thank You for Participating in the Turn Down the Heat Week Campaign

Dear staff members,

Thank you for participating in our Turn Down the Heat Week 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 by receiving xxx donated warm-clothing items for those in need. We also decreased our energy consumption by xx% during the campaign. Here/attached are some fun pics of staff wearing their best sweaters during the campaign.

Please continue to be mindful of how we use energy in our workplace. We want to continue to work with you to address our energy use we can improve how we operate.

Many thanks,

“Senior Leader” involved with the campaign.