

Hello XXXXX

We recently let you know we had decided to move our payroll giving program, and we wanted to share an update on this. We have chosen a new provider – GoodPAYE. What this means for you is that you will be able to access Payroll Giving via your employee benefits platform {insert name}. This is due to start with effect {insert date}

As you are currently donating to a {insert your payroll giving agent's name} charity account, your previously donated money will remain there, and you can still access that account as you did before and disburse those funds as and when you wish. However, from {insert date} you will no longer be able to add funds to those accounts from your salary.

If you wish to continue to donate you can do so directly to your chosen charities by following the instructions below.

What do you need to do next?

You will need to select a chosen charity going forward by completing the easy steps below:

- *Follow the link to the donation form [here](#)*
- *Complete a new form with your charity choice.*

*Alternatively, if you wish to opt out of this benefit, please can you let us know by no later than **{insert date}**. **If you do not complete a new form by this date your donations will be stopped automatically.***

If you have any questions re this, please reply to this email.

Kind regards