**INSERT DEPARTMENT LETTERHEAD**

<DATE>

**<HAND-DELIVERED OR EMAIL OR USPS CERTIFIED MAIL>**

<FULL LEGAL NAME>

<UIN>

<CLASSIFICATION>

**Positive Recognition**

Dear <NAME>:

Thank you for {Insert what the employee did to be recognized – should be a few sentences}

I/we appreciate {Insert what you appreciate}.

Sincerely,

First and Last Name

Job Title

c: LER Consultant

PPP Coordinator

Union Representative (s) [if applicable]

Unit File/HR File