

## **Letters of Appreciation**

**Award Eligibility:** Letters of Appreciation may be given at any time to express appreciation to an employee for work performance, or an act or service, which is above that which normally, would be expected.

They are appropriate for recognizing performance while on special assignment or during short periods where an unusual work situation or other emergency exists, contributions to civic or professional activities related to assigned duties such as speaking, participating in conferences, or other leadership activities, as well as other special employee efforts.

**Award Approved by:** Signed by the immediate supervisor, higher-level supervisor, or any individual having knowledge of the services rendered.