|  |
| --- |
| **Jennifer Wilson**Salt Lake County MayorSalt Lake CountyGovernment Center2001 South State StreetSuite N4-700PO Box 144575Salt Lake City, UT 84114-4575385 / 468-0570385 / 468-0571 faxTTY: 7-1-1 |

(DATE)

(Employee)

(Division)

(Address)

Dear (Employee),

I am pleased to recognize your superior performance during the past year. In recognition of your performance I am awarding you with a $(amount) cash award as allowed under Human Resources Policy 5-100. This cash award will be reflected on your (Date) paycheck.

Your work ethic and can-do attitude have made you an invaluable part of the success of the (Division) team. Thank you and great job. Thank you for your dedicated service.

Congratulations on your performance and award!

Name

Director/Manager Signature