



## Guidelines for an Effective Appreciation Note

- If the thank you is to a small group, address to the [Workstream] Leadership Team.
- The author should personalize, when possible.
- Express gratefulness and appreciation in word and tone throughout the email.
- Include specific, positive contributions such as participation during a learning event, positive outcomes data for their specific workstream, commitment to special cause investigations, etc.
- Add a note that speaks to their contribution to the network as a whole.
- Include an option to send a note to their supervisor/boss acknowledging their contribution to the workstream and network.
- Sign the email personally from a Network Leader.