Certificate of Appreciation

Employee Name

(Citation: see instructions below)

(Date)

(Signature)

|  |
| --- |
| (Title) |

Instructions

For

Certificate of Appreciation

This *Certificate of Appreciation* may be used to virtually recognize employees’ contributions to the Department’s mission and goals.

1. Complete the following sections:

* **Citation:** Maximum of three lines of text should be sufficient.
* **Date:** The date the citation is signed.
* **Signature / Title:** The person recognizing the employee.

Note: Ensure appropriate (delete) spacing between sections to allow proper display of *Signature & Title* at the bottom of certificate.

* 1. Delete this instructional page and convert the above certificate into a PDF format before sending electronically (emailing) to the employee being recognized.