



Toolbox Sample Form

Employee Appreciation Memo - Sample #1

The following examples can give you an idea of what you might write to your employee to show your appreciation:

One or several of your associates have informed me of the incident that occurred on *(date)* _____ with a customer. It was noted that you remained professional throughout the entire time, attempting to solve the problem. I compliment you on your self-control, and in handling the situation in such an exemplary manner.

A copy of this memo has been placed in your personnel file.

The displays you created for the *(event)* _____ promotion are just beautiful. One or several of your associates told me that they have received numerous compliments from the customers.

Congratulations on a job well done!

A copy of this memo has been placed in your personnel file.
