

SAMPLE EMPLOYEE RECOGNITION

Here is a sample recognition that can be used in your employee newsletter, reproduced as a memo in paycheck envelopes, or tailored to meet your needs. You may also use it as a short speech at an employee gathering or post it on your Intranet.

THANK YOU FOR KEEPING THE LIGHTS ON

From Oct. 7-13, (*Utility name*) is celebrating Public Power Week (#PublicPowerWeek) along with more than 2,000 other community-owned, not-for-profit electric utilities nationwide.

Reliable, safe, affordable electricity is what public power is about, and it's what (*utility name*) delivers year-round. It's important to tell our community why public power is a great option. But right now, I want to recognize YOU — a part of the team that works so hard to keep our community's lights on.

Public power works because we are community-owned and governed by local decision-making, and—most importantly — because we are staffed with hardworking employees like you who care about the community and take pride in serving our friends and neighbors in (*community name*).

With your hard work and dedication, we've accomplished much this year: (*Discuss activities, milestones, and system improvement activities*).

During the past year, you and your colleagues have also made many contributions to our community, above and beyond your daily jobs. (*Discuss employee volunteerism, fundraisers, and contributions above and beyond normal job duties*)

We appreciate all that you do and hope you enjoy working here. Please share your thoughts and ideas about how (*utility name*) can better meet your needs.

Keeping the lights on is a 24-7 commitment. Thank you for living up to it.