[Optional: Employee Name]

[Optional: Employee Address]

[Optional: City, Zip]

September 16, 2022 <defaults to current date – delete this text>

SUBJECT: Thank You for Your Service During this Public Service Recognition Week

Dear **[Employee Name]**,

On behalf of the **[Municipality/Agency Name]**, I wanted to take a moment during this year’s Public Service Recognition week and express our deepest thanks and gratitude for your service to our **[Municipality/Agency Name**].

The work you do every day is noticed and appreciated and your contribution to **[Municipality/Agency Name]** has truly made a difference.

Without people like you entering public service, our community would not be the growing and thriving place it is today. Your work as a part of the [**Municipality/Agency Name]** team is providing the essential services that our residents want and need. While you may not always hear it, your choice to be a part of government service makes tackling the incredible challenges our community faces a little bit easier for everyone.

We need committed, capable, competent, and engaged people like you.

Thank you again for everything you do for our community.

Very respectfully,

<Presenter Signature>

<Presenter Name>

<Presenter Title>

<Presenter Agency>