



## **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.**

## **HAPPY PUBLIC POWER WEEK**

From Oct. 6-12, *(Utility name)* is celebrating Public Power Week along with approximately 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 24 hours a day and seven days a week. It's important to tell our community why public power is the right choice. This year, we are focusing on the immense sense of pride that we feel in providing safe, reliable, affordable, sustainable, and customer-focused service to our community. And this pride should be felt by the members of our community. We are truly THEIR utility.

Every department at *(Utility name)* plays a key role in keeping our community up and running daily. From human resources to accounting and finance, public relations to administration, and field supervision to engineering and operations, every single person can – and must – be counted on.

Public power thrives 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: *(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 job duties. *(Discuss employee volunteerism, fundraisers, and contributions above and beyond normal job duties)*



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Your hard work does not go unnoticed. 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... and the needs of the community.

Keeping the lights on is a serious commitment. Thank you for living up to it.