



## Thank a UNT Staff Member - 2017



In honor of **Staff Appreciation Month March 1-31, 2017** we encourage you to take this opportunity to thank a UNT staff member for a job well done, for providing great service or for being a great team player! All UNT faculty, staff and students are welcome to write a “Thank You” to staff member(s) of their choice.

- To submit a message, please provide the information requested, below.
- Save your Thank You message to your desktop, and then email it as an attachment to [hradministration@unt.edu](mailto:hradministration@unt.edu).
- **Submissions will be accepted through March 17.**

The thank you message will be sent to the chosen staff member, supervisors and vice president during Staff Appreciation Month so they can be formally recognized.

- Include the staff member’s name, email address, department, and their supervisor’s name (if known).
- Write a short note of thanks, including the reasons why the staff member stands out.

*Only one form may be submitted per recipient.* You must send separate forms for each individual you wish to thank.

Your Name

Your Department

Your Email

I would like to thank...

First name

Last Name

Email address

Department

Supervisor Name:

Please include your “Thank You” message in the space below.