

Thank a UNT Staff Member



In honor of **Staff Appreciation Month March 1-31, 2016**, 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 fill out the form below.
- Submissions will be accepted through **March 16**.

The thank you message will be sent to the staff member, supervisors and vice president during **Staff Appreciation Month** for formal recognition.

Instructions

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

Only one form may be submitted per recipient. You must send separate forms for each individual you wish to thank. Submit forms to Human Resources, HREmployeeRelations@unt.edu or to Sycamore Hall, Room 119.

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, save the pdf and email to HREmployeeRelations@unt.edu.