



## Thank a UNT Staff Member

### Overview:

In honor of **Staff Appreciation Month that will be held March 1 – 31, 2020**, 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 6, 2020**.

The thank you message will be displayed during the Staff Appreciation Luncheon on March 18, 2020, as well as shared with the staff member, their immediate supervisor, and Vice President.

### Instructions:

- Download the “Thank a UNT Staff Member” form.
- Complete the form including 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 they stand out, save and email the form as an attachment to [Anh.LePalomino@untsystem.edu](mailto:Anh.LePalomino@untsystem.edu).

*Only one form may be submitted per recipient. You must send in 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.