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| **Jennifer Wilson**  Salt Lake County Mayor  Salt Lake County  Government Center  2001 South State Street  Suite N4-700  PO Box 144575  Salt Lake City, UT 84114-4575  385 / 468-0570  385 / 468-0571 fax  TTY: 7-1-1 |

(DATE)

(Employee)

(Division)

(Address)

Dear (Employee),

I am pleased to recognize your superior performance during the past year. In recognition of your performance I am awarding you with a $(amount) cash award as allowed under Human Resources Policy 5-100. This cash award will be reflected on your (Date) paycheck.

Your work ethic and can-do attitude have made you an invaluable part of the success of the (Division) team. Thank you and great job. Thank you for your dedicated service.

Congratulations on your performance and award!

Name

Director/Manager Signature