

Supervisor notification of staff anniversary

Dear Supervisor:

We are pleased to notify you that Roger Burke will be celebrating an anniversary for 10 years on June 9, 2024.

At the beginning of June, Roger will receive a congratulatory letter and a certificate of appreciation from the university. If your honoree is celebrating a milestone anniversary of 10 years or more, he or she will also have the opportunity to visit Yale's service recognition award website, to select a gift that will be delivered directly to his or her home address.

In addition to these keepsakes, the recognition from supervisors and co-workers can play an important part in the excitement and honor of the occasion. Sending a note of appreciation and inviting colleagues to join you is a special way to create a personal thank you for your honoree. Using Yale's Recognition Wall to recognize your honoree, you and your staff members can each post your sentiments to a customized website. When the honoree logs in on their anniversary date, they will be greeted with scrolling posts from their friends and colleagues.

- Visit Yale's Recognition Wall.
- Choose and customize a post that your honoree will see upon logging in. You can add a personal message, share a funny story, or simply congratulate the recipient.
- Preview your post and make any edits necessary before sending.
- Invite more of Rogers's friends and colleagues to do the same by entering in their names and email addresses in the "Invite" column on the left.

In addition to creating a Recognition Wall for your honoree, consider making a personal visit, a telephone call, or plan a group event with co-workers to highlight your honoree's years of service with the university, personal strengths, and contributions. For additional recognition resources, visit Yale's Interactive Service Recognition website.

If you are not the current supervisor of this honoree, please forward this message to your Human Resources Generalist.

For questions regarding Yale's Staff Service Recognition program, please send e-mail to internal.communications@yale.edu.

Thank you for joining us in recognizing this important milestone!