

November 10, 2010

Employee Name
Human Resources

Dear **Employee**:

Congratulations on receiving your 20-year service recognition award! We wish to thank you for your service to the University, and specifically to **Department's Name**. We truly appreciate the work you do. This non-cash award for \$200.00 is a gesture of our appreciation and recognition of your contributions in making UC Davis a great place to learn and work.

We simply do not say "thank you" enough. That's why it's so important to have milestones like your 20-year anniversary to celebrate.

Again, thank you for your service to the University.

Best regards,

Department Head/Supervisor's Name
Title
Department