HOW DO YOU SHOW APPRECIATION?

RECOGNIZE YOUR TEAM TODAY & BEYOND

1. Shout-Outs
   - Post on your department’s social media page or communicate in a group message how one of your team members exceeds expectations.
   - Write a LinkedIn recommendation for an employee on your team.
   - When your colleague is celebrating a work anniversary, acknowledge them!

2. Birthday Billboard
   - Recognize birthdays on a white board or a sign in your office.
   - Visit The Jolly Scholar for a team lunch.

3. Take Time
   - Send an email or a handwritten thank you note to an employee going above and beyond.

4. Suggestion Boxes
   - Collect general feedback from your team by using a suggestion box in your break room or common area.

Write a thank you note of appreciation to a team member below. They can keep this note in their office & be reminded of your appreciation for them every day!

THANKS FOR ALL THAT YOU DO!

TO: _________________________

FROM: _______________________

CASE WESTERN RESERVE UNIVERSITY
Department of Human Resources