

*Name*

Date

Dear

**Recognition award**

I am delighted to confirm that you have been nominated for a recognition award.

This award consists of a one-off payment of £200, paid through Payroll. Please note that the award is pensionable, as well as subject to deductions in respect of tax and national insurance.

You have received this award in recognition of **.... please add personalised text**

I would like to take this opportunity to thank you for your hard work and contribution to the University.

Yours sincerely,

*Line Manager Name*