- **Print document on letterhead; original signed copy to HR Consultant who will forward to appropriate Departmental Payroll Contact.**
- **Delete this information so it does not appear on document.**

Human Resources Consultant
University Services Human Resources

Dear

RE: Outstanding Service Award

(i.e., critical contributions towards strategic initiatives, exceptional level of work performance, etc.).

Based on these outstanding efforts which make this employee an asset to our department and to the University, please process this request for an Outstanding Service Award of $. This award should appear on the paycheck.

Please contact me with any questions at (612) .

Sincerely,

cc:

U-Services HR File
Central HR File

_____ _____
Approved by Associate Vice President Date

_____ _____
Approved by Vice President Date