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SAMPLE MEMORADUM TO EMPLOYEE

**Memorandum**

To: [EMPLOYEE NAME, POSITION TITLE]

From: [SUPERVISOR NAME]

Date: [TODAY'S DATE]

Re: Excellence Award

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Dear [Employee Name], as a result of your excellent work on [NAME OF SPECIFIC PROJECT/OR REASON FOR RECOGNITION], you will receive a [AWARD AMOUNT] Excellence Award on your [MONTH AND DAY] paycheck. Thank you for your valuable contribution.

When you contribute your best work for the City of Boise, your commitment to providing top quality services to citizens helps make Boise the most livable city in the country.

Thank you.