

Tips on writing thank-you notes

As you write these notes and sign the cards for your peers, colleagues, and team mates, be authentic, reference specific achievements/traits, and have fun with it.

Sample messages of recognition

- “I am proud to have you on our team. Congratulations on this service milestone. Best wishes to you for many years to come.”
- “I want to express my personal appreciation for your achievement of xyz. Teammates like you are the foundation to our success.”
- “Thank you for being such a valuable member of our team. Wishing you the best for continued success.”
- “Congratulations on your milestone! Thank you for all of the contributions you have made to MRU’s success.”
- “We sincerely appreciate your hard work and efforts year over year. Thank you for your many wonderful years of service.”
- Thank you for all of the motivation and encouragement you’ve given throughout the years. May you continue to inspire others for many years to come.