

APPRECIATION ALERT!

TO: _____
FROM: _____

IT WAS GREAT WHEN YOU...

- | | |
|--|--|
| <input type="checkbox"/> KEPT OUR AGREEMENT | <input type="checkbox"/> DID MORE THAN I ASKED |
| <input type="checkbox"/> MET THE DEADLINE | <input type="checkbox"/> READ MY MIND |
| <input type="checkbox"/> EXCEEDED THE STANDARD | <input type="checkbox"/> TRIED SOMETHING NEW |
| <input type="checkbox"/> OTHER: _____ | |

SPECIFICALLY: _____

BECAUSE:

- | | |
|--|---|
| <input type="checkbox"/> WE SAVED MONEY | <input type="checkbox"/> YOU MADE ME LOOK GOOD |
| <input type="checkbox"/> WE MET OUR GOAL | <input type="checkbox"/> YOU SAVED ME FROM DOING IT |
| <input type="checkbox"/> WE SAVED TIME | <input type="checkbox"/> A DISASTER WAS PREVENTED |
| <input type="checkbox"/> OTHER: _____ | |

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> THANK YOU! | <input type="checkbox"/> NICE WORK! |
| <input type="checkbox"/> GREAT JOB! | <input type="checkbox"/> KEEP IT UP! |

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