

REACH For Tomorrow	Manager/Director Name: _____	
Thank You Card/Note Log	Month: _____	
<u>Date Sent:</u>	<u>Employee Name - How delivered (Mailed, Hand Delivered, Left on Desk/In Locker)</u>	<u>Reason for Recognition</u>
<u>Date Forwarded to CEO</u>	<u>Employee Name</u>	<u>Reason for Recognition</u>
<i>Please maintain this log and discuss with your immediate supervisor on a monthly basis</i>		
		v 10-01-19