

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