



# Employee Appreciation Form

**Guidelines:** You spotted someone doing something special. Please complete the form and email it to [mcallahan@townofpittsford.org](mailto:mcallahan@townofpittsford.org) or mail to Town of Pittsford, Human Resources Department, 11 South Main Street, Pittsford, NY 14534.

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*Name(s) of Candidate*

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*Department of Candidate* *Date*

**Check all that apply:**

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Courteous             | <input type="checkbox"/> Prompt       |
| <input type="checkbox"/> Willingness to Listen | <input type="checkbox"/> Professional |

**Additional Comments:**

**Optional:**

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*Name*

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*Address*

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*City* *State* *Zip*

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*Phone*