

## Thank You Email Template For Agency Leaders to Share w/ Employees:

**Subject Line:** Thank You for Making Every Day #GovPossible

Dear **[AGENCY NAME]** colleagues,

Happy Public Service Recognition Week! Today I am grateful and eager to share my thanks to all of you here at **[AGENCY NAME]** who make every day #GovPossible -- especially those who may not always get recognized. After a year like this one, it's time to celebrate your impactful work, your dedication to public service, and all the things you've made possible for our country.

**[if you shared a thank you video, add:** In addition to my note, please watch my video commemorating this year's Public Service Recognition Week. **\*LEADERS: add link to your thank you video OR embed the actual video in the email. Remove this highlighted note when done]**

Time and time again, you prove that through any hardship or uncertainty, we persevere, inspire, and stand united as one agency. In the toughest of circumstances, you tackle the most complex problems that face our communities, answering a call sometimes much greater than ourselves. You deserve recognition for showing us what is possible when we work together. I am humbled by our Federal workforce's incredible work and I am thankful to be part of this agency.

I want to take a moment now to highlight just *some* of the amazing accomplishments that you and your fellow public servants have achieved this year so far:

- **[LEADERS: Use this section of bullets below to specifically speak about 2 - 3 relevant work/topics, the employees who worked on it, and the impact. Remove this highlighted note when done.]**
- [PLACEHOLDER]
- [PLACEHOLDER]
- Etc.

Throughout this week and month, join me in celebrating the indispensable contributions of you, our public servants. I encourage you to share your thanks for your fellow public servants all month long on social media using the **#GovPossible** hashtag! Check out our templates and resources for easy and fun ways **[LINK]** to join in.

Many thanks,

**[Agency Leader Name]**

