

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

Subject Line: Thank You for Making Things #GovPossible

Dear **[AGENCY NAME]** colleagues,

Happy Public Service Recognition Week! Today I am honored to share my gratitude for all of you here at **[AGENCY NAME]** who make every day #GovPossible. 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 tackle the most complex problems that face our communities, answering a call that's sometimes much greater than ourselves. Each and every one of you has gone above and beyond to show 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.

These are 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.

Join me in celebrating the indispensable contributions of you, our public servants. **Share your gratitude for your colleague and other fellow public servants in your life** via social media using the **#GovPossible** hashtag. Use Performance.gov's templates and resources for easy and fun ways **[LINK to blog post]** to join in.

Many thanks,

[Agency Leader Name]

