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]