



## Employee Commendation Communication

### Documentation of Job Performance

Chimes recognizes the importance of acknowledging significant achievements and contributions staff make to enhance the quality of life for the people we serve. In appreciation of their effort, this log is to be used to document staff accomplishments in the performance of their duties.

EMPLOYEE NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Describe in detail the reason or event applicable to this incident:

Supervisor's comments:

\_\_\_\_\_

Supervisor's signature/Date

\_\_\_\_\_

Employee's Signature/Date