

UW-Green Bay Employee Appreciation Week
“There’s no **UWGB** without **U!**”

UNIVERSITY of WISCONSIN
GREEN BAY



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Dear _____,
COWORKER'S NAME

I _____ your help with _____.
VERB **PROJECT**

I know how much _____ you invested to not only

_____ but to _____.

_____ would be _____ without you!
NOUN **NOUN OR ADJECTIVE**

You are a _____ member of our team, and I truly
appreciate your _____!
ADJECTIVE **NOUN**

Sincerely,

YOUR NAME

Dear _____,
COWORKER'S NAME

Thank you so much for _____.
THING FOR WHICH YOU ARE GRATEFUL

You _____ so

_____.

I really appreciate your _____,
NOUN

_____ and _____.

I _____ working with you.
VERB

Sincerely,

YOUR NAME

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Dear _____,
COWORKER'S NAME

You're my _____ coworker. Every time
ADJECTIVE
I come to work, I always feel _____ and
EMOTION
_____ because I know the _____
EMOTION ADJECTIVE
person to _____ with is right there.
VERB

Thanks so much for your _____ and
NOUN
_____.

Sincerely,

YOUR NAME

Dear _____,
COWORKER'S NAME

I count myself _____ working in a(n)
ADJECTIVE
_____ where employees _____
PLACE VERB
so much. As a result of your _____ and
NOUN
_____ can
ADJECTIVE NOUN PLURAL NOUN
_____.

Thanks for being so _____ to work with.
ADJECTIVE

Sincerely,

YOUR NAME