

*attitude of*  
**GRATITUDE**  
*UB Begins With "U"*

## Examples of Expressions of Thanks and Appreciation:

### **Letter of congratulations on a faculty or staff award:**

"On behalf of all your colleagues and friends in (name of unit), congratulations on receiving the [name of award]! Your achievements are a source of pride and inspiration to all of us. We are all delighted to know that so many others appreciate your outstanding work as much as we do.

It is always a pleasure to see great colleagues like you receiving the recognition and applause you deserve so well. Kudos on this outstanding accomplishment."

### **Letter of congratulations on professional service recognition:**

"I was delighted to learn that your outstanding efforts have been recognized by your peers in (name of recognizing organization). Your willingness to go above and beyond is well-known to all of us in our unit, and clearly the word has spread!

Congratulations on this very well-deserved recognition, and please know how proud your colleagues are of your achievement. We're all fortunate to benefit from your contributions on a daily basis."

### **Letter thanking employees for service:**

"Warmest thanks for all of your hard work and outstanding contributions as a member of the organizing committee. I know how much time and energy this assignment demanded, and I deeply appreciate all of your efforts to make it a great success.

As always, it's great to know that we can count on you to go the extra mile. Thank you again for all you do for our unit and for UB."

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**Letter thanking employees for leadership:**

“Many, many thanks for the outstanding leadership you provided on the annual assessment project. The caliber of this work is exceptional, and will have a major impact in guiding our unit’s work in the year ahead. We have you and your team to thank for that, in large part.

Thank you for inspiring this great team to such a successful outcome, and thanks to all of you for your exceptional work.”

**E-mail thanking an employee for a good idea or contribution:**

“I wanted to take a moment to say how much I appreciated the great insight you offered at this morning’s brainstorming session. Your idea got us all energized about the road ahead, and is just the kind of innovative thinking we needed to push our project to the next level. “

**E-mail offering encouragement for upcoming major project:**

“I know how hard you have been working to ensure that next week’s presentation is a success, and I hope you know how much your colleagues appreciate your great work. As you enter the home stretch, don’t hesitate to let us know where you can use a helping hand.”

*Copy supervisors, colleagues, and relevant senior leaders wherever possible—they may want to send their own note of appreciation.*

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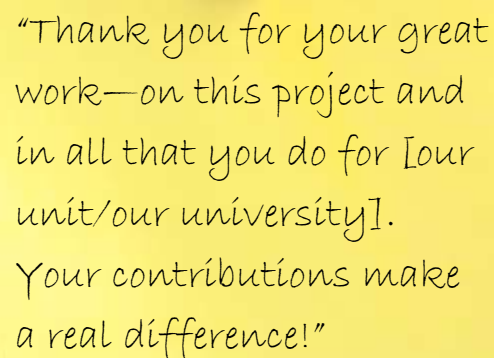
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## Other ideas:

- Following a successful presentation or project, expressing appreciation in a meaningful way can be as simple as a brief, warm comment at a follow-up meeting, or a handwritten note left on a desk:

"Just a quick note to thank you for your outstanding work on [project]. I hope you know how much your colleagues appreciate your efforts."

- When returning a well-executed project submitted for comment, consider attaching a post-it note with a warm note of appreciation:



"Thank you for your great work—on this project and in all that you do for [our unit/our university]. Your contributions make a real difference!"