



# Caught in the Act

## DOING SOMETHING SPECIAL OFFICAL SIGHT-TATION

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You've been "caught in the act" of doing something special, and I'm recognizing your good act and telling your boss too. It's nice to see someone do something extra; twice as nice to recognize that person!

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Recognized person:

Recognized person's supervisor

Nominated by:

Job location:

What you did:

Date:

**Thank you for making a difference!!**

**Sponsored by Your ERC**

**Distribution:**

one copy to the recognized person

one copy to supervisor

one copy to Human Resources to [HRHelp@eastersealsnh.org](mailto:HRHelp@eastersealsnh.org) or fax(603) 623-3461