

January 15, 2019

Employee Name Here  
Five Year Service Award Recipient

Subject: Alameda County Service Award

Congratulations on your five-year anniversary! Alameda County would like to acknowledge your anniversary and recognize your contributions that you make every day.

The greatest asset to the County is our employees whose hard work and commitment enable us to provide a high level of public service. We are proud of your accomplishments and contributions during your five years of service. Your loyalty and dedication to the County is valued and appreciated.

To honor your commitment in a lasting and meaningful way, a representative from your Agency/Department will present you with a five-year service award at a later date. If you have any questions, please contact Lana Clausen, Employee Benefits Coordinator, at 510-891-8953 (x28953).

Please accept my personal thanks for your contributions and my very best wishes.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Wilma Chan', with a stylized flourish at the end.

WILMA CHAN, PRESIDENT  
Board of Supervisors

January 15, 2019

«First\_Name» «Last\_Name»  
Thirty-Five Year Service Award Recipient

Your anniversary is a career milestone of which you should be proud! Congratulations on your achievement. It's also a time to reflect on the important part you play at the County of Alameda. People are and always will be our greatest asset. Please know that you are an important part of our continued success.

The true value of your contributions is seen in the work that you do every day. While your anniversary provides us with the perfect opportunity to recognize you, we also want to convey that we value the commitment that you make from week to week, month to month, and year to year.

As you celebrate this significant accomplishment, we invite you to select one of the awards on the following page with our sincere gratitude for the contribution you have made to the County of Alameda.

On behalf of the Board of Supervisors, it is with great pride and admiration that we congratulate you on this service anniversary milestone. We celebrate you and your individual and collective contributions to our success, and we look forward with great expectancy to a bright future.

Please accept my personal thanks, and my very best wishes.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Wilma Chan', with a stylized flourish at the end.

WILMA CHAN, PRESIDENT  
Board of Supervisors