

# SAMPLES & TEMPLATES

## LETTER TO AGENCY HR DIRECTORS TEMPLATE

Dear [Agency Director's Name]:

[STATE OR COMMONWEALTH] will join states across the nation in celebrating Public Service Recognition Week during the week of May 4-11, 2025. Public Service Recognition Week is set aside annually to honor public employees and to educate the public about the many ways government workers make life better for all Americans.

Again this year during Public Service Recognition Week, the governors and state human resources offices of all states will coordinate their efforts on Wednesday, May 7, 2025, to celebrate the important contributions of state employees.

The Office of the Governor and the [State Office of Human Resources] are spearheading [STATE OR COMMONWEALTH's] state-level celebration that will focus on recognizing all employees of state government for the invaluable contributions they make to the quality of life in our state. We will promote public awareness via a proclamation by [GOVERNOR] and other types of promotions.

This year we are asking each state agency to plan at least one activity to recognize the employees within your agency sometime during the week of May 4-10, preferably on May 7. These recognition events do not have to relate to employee cost savings efforts, although you may certainly include these kinds of recognitions if you wish.

[ADD IDEAS FOR ACTIVITIES AND EVENTS]

We look forward to hearing about your agency's recognition events, and we appreciate your joining us in expressing appreciation to your agency's employees and to the thousands of other dedicated men and women who devote their careers to serving the people of [STATE OR COMMONWEALTH].

Please feel free to contact our office if you have questions or need additional information regarding this initiative.

Sincerely,  
[STATE HR DIRECTOR]