dd/mm/2022

**Employee Name**

Department

The Framework for Growth establishes the principles and focusers of the University of Calgary over the coming decade. The University of Calgary is on course to be an entrepreneurial university, where students, faculty, and staff face fewer barriers to innovation and more tools to change the world around them. The University of Calgary's ambition to be an entrepreneurial university and a great research university, at the heart of a resilient community, is impossible without dedicated employees.

On behalf of the University of Calgary, I would like to congratulate you for your year of service to our institution. You have helped our institution make tremendous advancements in research, academia, and service to our students, staff, and the broader community.

Reflecting back to last year, we faced exceptionally challenging circumstances due to the COVID-19 pandemic that brought significant changes in our everyday work and life. The University of Calgary successfully navigated through this challenging time making every effort to keep everyone safe and well. While we were unable to be together in person, we were united in our work to make the University of Calgary strong and proud:

**[CUSTOMIZE TO DESCRIBE EVENTS RELEVANT TO YOUR AREA OR USE UNIVERSITY-WIDE EVENTS BELOW]**

* The Ptarmigan Foundation Indigenous Achievement Scholarship was established with a $1 million donation to UCalgary from the Bird family.
* The University of Calgary’s Outdoor Centre, the largest in North America, celebrated 45 years.
* UCalgary was awarded the National Air Filtration Association’s (NAFA) Clean Air Awards for Craigie Hall and the Clinical Skills Building.

I recognize your dedication and commitment to excellence and assure you that your efforts are appreciated at every level of the university. The University of Calgary’s continued success depends upon providing the best learning and work environment for our students, staff, and community. Thank you for the role you play.

Sincerely,

[signature]

**Name of Leader**

Title