

From: Shapley, Teresa
To: #Human Resources
Cc:
Subject: Anniversary Reminder for Leaders

Hi all,

We are excited to announce that we rolling out another feature of our Service Award Automation program.

Each month leaders will be notified by e-mail if any of their staff members are celebrating a milestone (5, 10, 15 year, etc.) anniversary with Hoag. Our first group of e-mails is scheduled to go out on Tuesday, October 23rd for November anniversaries.

Forty four employees are celebrating a milestone anniversary this November and the following reminder will be sent to their direct supervisor. Please let me know if you have any questions.



Dear Teresa,

Just a friendly reminder, Alicia Brandt is having a milestone 45 year anniversary with Hoag on March 17, 2012. You can take advantage of this opportunity to create a memorable celebration for your valued employee.

You will be receiving a service award lapel pin and an anniversary card for Alicia in the mail soon. Please use the anniversary card to write a personalized note to make the service award celebration meaningful and special for Alicia and include the card with your pin presentation.

If you do not receive the lapel pin and anniversary card for Alicia or if you have any questions, please send an e-mail to HoagRecognition@Hoag.org. Good luck with your presentation and milestone anniversary celebration for Alicia.

Thank you,
The Hoag Recognition Team

Please do not respond to this e-mail. This mailbox is not intended to accept incoming mail. Please e-mail HoagRecognition@Hoag.org with any questions or comments.

Teresa A. Shapley, CCP, GRP
Compensation Consultant | Hoag Memorial Hospital Presbyterian