

Recognition of Excellence

To: _____

Department: _____

Action:

_____ Payroll Raise Amount _____

_____ Bonus Pay

Your improvement of performance has been found recognized for the reason(s) set forth below.

Details:

A copy of this recognition was personally delivered to the above employee by:

Supervisor

Date

I _____ have received and read this recognition. I have been informed that a copy of this notice will be placed in my personal file at Leading Edge Aviation.

Employee Signature

Date