

Note to a Team Member

Audience: Leaders at all levels

Group Size: N/A

Purpose

To foster and support today’s young Air and Space Professionals. We must always remember our impressionable teammates are the future of America’s Air and Space Forces.

Description

Those instances when you are “extra” proud of one of your people are the perfect opportunity to show them their actions have been noticed and greatly appreciated. You, as the commander, send a hand-written thank you note to one of your team members. Make the personalized note extra memorable by including a one-day pass and/or award them with a coin.

Execution

- Prepare the thank you note citing the reason(s) why the member stood apart from their peers. Examples include going the extra mile in their day-to-day duties, assisting a struggling wingman, or any other time they are caught in the act of superior wingmanship.
- Use the template below if you would like. Hand-written notes are encouraged because they are more personable.
- Present the thank you note to the team member with their supervisor and/or peers present.



A1C Jones,

Achieving a perfect score on a dormitory inspection is no easy accomplishment. Your focus and attention to detail is commendable and is an inspiration for other Airmen in our squadron. Please accept my sincere thanks along with a one-day pass.

Robert Snuffy, Lt Col, USAF

Commander

References

N/A