EMPLOYEE COMMENDATION FORM

If you would like to commend an employee of the City of Greenwood, please complete this form. We thank you for taking the time to commend a staff member when they have gone above and beyond their daily job responsibilities or shown exceptional professionalism. You may email this completed form to Lynn.Walker@gwdcity.com or place in the mail to:
Personnel Department, PO Box 40, Greenwood, SC 29648.

1. Name of the employee you wish to commend: _____________________________________
2. Date of contact with employee:______________ □ phone □ email □ in person
3. Please provide your remarks regarding this commendation:

4. Your Name_________________________________________ Phone: __________________
   Email: ______________________________________________