**Subject:** Governor to celebrate state service

Dear [Agency Name] employees:

Oregon will join states across the nation in celebrating Public Service Recognition Week, May 3 - 9, 2020. Public Service Recognition Week is set aside annually to honor government employees and to educate the public about the many ways government workers make life better for all Americans.

I want to take this opportunity to thank you for all you do on behalf of our state.Each and every day, I have the pleasure of witnessing firsthand your remarkable contributions and achievements. Your hard work does not go unnoticed, and I want you to know that I am proud to serve as an ambassador of public service with you.

As the state has embarked on its [positivity project](https://www.oregonpositivity.org/), one part of which is expressing gratitude, I also want to encourage you to take a moment this week and thank someone who you have had the opportunity to work with in your state career. We sometimes don’t take the time to acknowledge our teams and the individuals who support us and have helped us be where we are today. I know I wouldn’t be where I am without you as part of MY team.

[INSERT ANY AGENCY SPECIFIC ACTIVITIES OR MESSAGING]

Sincerely,

[Director Name]