## Sanilac County Community Mental Health Authority

**EMPLOYEE COMMUNICATION MEMORANDUM (ECM)-ACCOLADES**

This memorandum serves to acknowledge and document positive performance, providing accolades to staff.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Explanation/Summary of Discussion:

Employee Signature Date

Administrators Signature Date

Cc: Original: HR Manager/Personnel File

Copies to: CEO, Officer, Supervisor, Employee

Policy Committee 03/20/2025 Form #0527