HOW TO USE THIS TEMPLATE: 1. Print this page at 100%. 2. Place sticky notes on the squares, put the paper back into your printer, and print this page again. 3. Write on the sticky notes and share.

DEAR [NAME],

Your excellence has not escaped attention.

THE FOLLOWING EXCELLENCE WAS OBSERVED:

[CHECK ONE]

I must inform you [FOR]:

[EXCELLENT BEHAVIOR] [COMMENDED] [ARRESTED]

THANKS FOR

Just a thought:

[THANKS TO]