

December 14, 2010

Firstname Lastname, Job Title  
Operating Unit  
Department

Dear Firstname:

I write to congratulate you on the 20-year anniversary of your service to the University of California and UC Davis. Your demonstrated commitment to higher education over two decades is part of what makes this university great. By providing critical support services, you have made a vital contribution to the university's many successes.

During your time here, the campus has truly transformed with new buildings, schools, academic programs and amenities. Thousands of students, visiting scholars, and guests have passed through our doors. And the campus has grown in stature, continuing its tradition of excellence in matters of worldwide impact in the sciences, engineering, agriculture and the humanities. You can claim a measure of credit for our campus's achievements because you have been part of the support team that keeps the campus running.

The academic mission of the university depends on the dedication and loyalty of employees who choose to make their careers here. Thank you for your many years of service and for your commitment to continued campus transformation in the years ahead.

Sincerely,

Department Head/Manager  
Title  
Department