dd/mm/2022

**Employee Name**

Department

The Framework for Growth establishes the principles and focusers of the University of Calgary over the coming decade. The University of Calgary is on course to be an entrepreneurial university, where students, faculty, and staff face fewer barriers to innovation and more tools to change the world around them. The University of Calgary's ambition to be an entrepreneurial university and a great research university, at the heart of a resilient community, is impossible without dedicated employees.

On behalf of the University of Calgary, I would like to congratulate you for your three years of service to our institution. You have helped our institution make tremendous advancements in research, academia, and service to our students, staff, and the broader community.

In 2020 and 2021, we faced exceptionally challenging circumstances due to the COVID-19 pandemic that brought significant changes in our everyday work and life. The University of Calgary successfully navigated through this challenging time making every effort to keep everyone safe and well. While we were unable to be together in person, we were united in our work to make the University of Calgary strong and proud.

Reflecting over the time since you began working at the university, the years since **2019** have marked considerable transformation, excitement, and discovery for the University of Calgary and its employees:

**[CUSTOMIZE TO DESCRIBE EVENTS RELEVANT TO YOUR AREA OR USE UNIVERSITY-WIDE EVENTS BELOW]**

* In 2021, the Ptarmigan Foundation Indigenous Achievement Scholarship was established with a $1 million donation to UCalgary from the Bird family.
* UCalgary was awarded the National Air Filtration Association’s (NAFA) Clean Air Awards for Craigie Hall and the Clinical Skills Building in 2021.
* The University of Calgary was ranked sixth among Canada’s top research universities in Re$earch Infosource Inc.’s Top 50 Research Universities list in 2020.
* University of Calgary broke ground on Mathison Hall, a new building for Haskayne.
* In 2019, we welcomed Dr. McCauley, the university's ninth president and vice-chancellor, to his new role.

I recognize your dedication and commitment to excellence and assure you that your efforts are appreciated at every level of the university. The University of Calgary’s continued success depends upon providing the best learning and work environment for our students, staff, and community. Thank you for the role you play.

Sincerely,

[signature]

**Name of Leader**

Title