**APPLICATION FOR A RECOGNITION AWARD - INDIVIDUAL**

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| **To: SRP Administrator, HR** | Click here to enter a date. |

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| **Employee Name** | Click here to enter text. | **Department** | Click here for a list of options |
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| --- |
| **Current Grade** |

 | Click here for a list of options | **Job Title** | Click here to enter text. |

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| **From: Manager** | Click here to enter text. | **Job Title** | Click here to enter text. |

I confirm that this application has been discussed and agreed with the Head of Department.

I recommend that the person below is awarded a Recognition Award which consists of a voucher to the

sum of £50.

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| Please ensure you give a business case/reason for recommending a Recognition Award. Please see Policy and Practice documents for guidelines. |
| In recognition of ….Click here to enter text. |

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| **Signature** | Click here to enter text. |