**APPLICATION FOR A RECOGNITION AWARD - TEAM**

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

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| **Name** | **Job Title** | **Current**  **Grade** | **Department** |
| Click here to enter text. | Click here to enter text. | Click here for a list of options | Click here for a list of options |
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| **From: Manager**  **(Print Name)** | 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 each member of the team below is awarded a recognition award which consists of a voucher to the

sum of £50.

(Press the TAB key to add more lines)

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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. |