SPOTLIGHT

on Employees

M. Sonny Orcasitas

Employee Name

☒ Team Work

☒ Quality

☐ Morale Building

☒ Integrity

☒ Customer Service

☒ Initiative

Example: E-mail from Michael Scannell to Robert Hickman: My purpose in writing to you this evening is to let you know what a fine job your employees Cynthia Gonzales, Sonny Orcasitas, and Reyes Barajas do on behalf of your department. Each of them approach their assignments with professionalism and with pride. They are great ambassadors for your department. Time permitting, please pass along to them my sincere appreciation for all that they do for the organization.

Steve Sanders

Supervisor

September 7, 2016

Date