

**Greenwood County Human Resources**  
600 Monument Street, P-103  
Park Plaza, Room 102

**EMPLOYEE COMMENDATION FORM**

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If you would like to commend an employee of Greenwood County, please complete this form. We thank you for your interest and for taking the time to commend a staff member when they have gone above and beyond their daily job responsibilities to complete a task and/or achieve a goal for Greenwood County.

**You may email this completed form to [rmcallister@greenwoodsc.gov](mailto:rmcallister@greenwoodsc.gov) or place in an envelope to the attention of Rhonda McAllister, HR Director, and drop in our mail slot located in the lobby of Suite 102, Park Plaza.**

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1. Name of Employee you wish to commend: \_\_\_\_\_

2. Date of contact with employee: \_\_\_\_\_  In Person  Via Phone

3. Commendation Remarks:

4. \_\_\_\_\_ 5. \_\_\_\_\_  
Print your name above Your Signature above

6. Phone Number: \_\_\_\_\_ 7. Email address: \_\_\_\_\_