Sample Recognition Letter to Employer from Section or Division Leader (to help members needing recognition or dues/time justification)

Dear NAME:

I am writing on behalf of the American Chemical Society and (SECTION OR DIVISON NAME) to thank you and ORGANIZATION/COMPANY for your generous support of (MEMBER NAME) in their capacity as a member and to let you know what a great contribution they are making.

In DIVISON OR SECTION, MEMBER NAME has \_\_\_\_\_\_

In these days of increasing professional workloads and competitive time pressures it is noteworthy and gratifying to the ACS that managers and organizations like yours realize the importance of service and volunteership in professional associations to the betterment of the person not just the employee.

As one of the oldest, largest and most prestigious professional associations – let alone scientific associations – we depend critically on the efforts put forth by our member volunteers like MEMBER NAME.

I want you to know that in addition to the benefit MEMBER NAME gets from being part of a group of individuals dedicated to communicating technical knowledge, enhancing the application of science in societal decision making and driving forward not only his/her/their knowledge but the knowledge of the next generation, he/she/they is also doing tremendous work to advance professionally and is gaining skills equally useful in achieving goals and objectives at ORGANIZATION/COMPANY NAME.

Thank you again for helping to contribute to our future and long-term success with your support of MEMBER NAME’s contribution to our community and mission. I look forward to working with him/her/they for many years to come.

Sincerely,