

**APPENDIX J**  
**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**ACKNOWLEDGMENT OF OUTSTANDING WORK PERFORMANCE**

FULL NAME OF EMPLOYEE

(Last Name First) \_\_\_\_\_

TITLE \_\_\_\_\_

DIVISION/DEPARTMENT \_\_\_\_\_

The employee named above is commended for outstanding work performance for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.

Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee - White  
Personnel File - Yellow  
Division - Pink

PN70-486