

**Disaster Cycle Services –**

Date

Responder's Full Name

Responder's Mailing Address

Responder's City, State Zip Code

Dear Responder's First Name:

I want to personally congratulate you on your reassignment to **Group/Activity/Position** within the American Red Cross Disaster Cycle Services Responder Network. This achievement indicates that you have displayed the leadership, teamwork and commitment to our clients commensurate with that required to fulfill the Red Cross mission of helping people prevent and alleviate human suffering.

Please know that you have people standing with you ready to help in any way we can to ensure your success including myself, your Division Disaster Director, your Resource Mobilization & Support Manager and your region.

I am also attaching a certificate suitable for framing to recognize your achievement. Please feel free to print and display this certificate so others will know your leadership positions within the American Red Cross, Disaster Cycle Services.

Thank you for your continued dedication to helping those affected by disasters.

Sincerely,



**Denise Everhart**

**Disaster Executive**