



Memorandum

Date 26 July 2011

To Deans, Directors, Department Heads, and Administrators

From Michelle Berner, Director, HR Total Compensation, Linda McKnight, Director HR Advisory Services

Subject President's Letter for Retiring Staff

The purpose of this memo is to provide an update on the University practice of sending UBC faculty and staff a congratulatory letter signed by the University's President upon their retirement from UBC.

This practice was discontinued for faculty members a number of years ago. Recently, it was decided that the practice of the President sending a letter would also be discontinued for staff. However, a similar process may be undertaken by your faculty/department.

Background

The President's letter of congratulations for retiring staff was meant to recognize and thank staff for their service with UBC, and to wish them well in their retirement. The practice of the President sending these letters was ongoing for a number of years.

While the President's letter for retiring staff was valued by most of the retiring staff who received them, in some cases these letters were not valued or welcomed.

After an in-depth review by the Focus on People Staff Recognition Committee, it was determined that the best approach is to discontinue this practice.

Options for Faculties/Departments

If faculties/departments believe that letters of congratulations for retiring staff are an important aspect of their overall staff recognition program, then continuing the practice at the local level would be encouraged. Letters can be prepared at designated times throughout the year under the signature of the unit leader (e.g., AVP, Dean, or designate). Although you will likely want to create your own letter, [a sample letter is provided](#).

Please share this information with those in your department who are responsible for Staff Human Resources matters. If you have any questions with regard to this memo, you can contact your HR Advisor.

Thank you.

cc. HR Advisors