



ABINGDON CITIZEN COMPLIMENT FORM

TOWN OF ABINGDON, VIRGINIA

P. O. Box 789 Abingdon, Virginia 24212-0789

General Office Hours: Monday through Friday 8:30 a.m. – 5:00 p.m.

Telephone: (276) 628-3167/ FAX: (276) 698-3328

Web Site <http://www.abingdon-va.gov/>

Today's Date: _____ Time: _____ Date of Occurrence: _____ Time: _____

Name of Town Employee Being Complimented: _____

Name of Complimenting Person: _____

Address: _____

Other Contact Information: (Telephone/ Email): _____

Description of Compliment (as detailed as possible):

In order for a compliment to be properly received by the Town, the person taking the time to make the compliment must sign this form and submit it to the Office of the Town Clerk at 133 W. Main Street, Abingdon, VA., either via US Mail or hand-delivered. This process makes the system more reliable and enables the employee to whom the compliment is paid to be properly recognized.

SIGNATURE: _____ DATE: _____