

HOW TO WRITE

Awesome Notes of Appreciation

This guide is for staff when writing appreciation notes and for staff leaders to share with students to help them craft meaningful messages. A thoughtful note can brighten someone's day and strengthen a culture of gratitude in your school. Follow these simple steps to make your note truly special!



Dear Mrs. Johnson,
I love being in your class because you always
make learning fun! The way you read stories
with funny voices makes me excited for
reading time. You also helped me understand
multiplication when I was having a hard time,
and now I feel so much more confident.

Thank you for being such a kind and
awesome teacher!

You make our classroom a happy place
to learn.

~Emma

1. Address by Name

Start by writing the person's name at the top. Using their name makes the note personal and meaningful!

2. Be Specific

Think about something special they've done—did they help you, encourage you, or make your day better? Mention it! The more specific you are, the more your words will mean to them.

3. Share the Impact

Let them know how their actions made a difference. Did they brighten your day, help you succeed, or make the school a better place? Share how their kindness or hard work has mattered to you or others.

4. Be Sincere

Write from the heart. Your words don't have to be fancy—just be real! Speak in your own voice and let them know why they're appreciated.

5. End with Gratitude

Wrap up your note with a warm thank you. A simple "Thank you for all that you do!" or "I really appreciate you!" goes a long way.

6. Sign Your Name

Make it personal by signing your full name. This lets them know exactly who is sharing the appreciation and makes it even more meaningful.