**Sample Recognition Letter to Employer from Section or Division Leader  
Purpose: To help members needing recognition or dues/time justification**

Dear NAME:

I am writing on behalf of the American Chemical Society (ACS) and (SECTION OR DIVISON NAME) to thank you and ORGANIZATION/COMPANY for your generous support of (MEMBER NAME) in their capacity as an ACS member and volunteer.

In DIVISON OR SECTION, MEMBER NAME has (INCLUDE VOLUNTEERISM / PARTICIPATION / ACCOMPLISHMENTS / CONTRIBUTIONS) .

In these days of increasing professional workloads and competitive time pressures, it is noteworthy and gratifying that managers and organizations like yours realize the importance of service and volunteership in professional associations.

As one of the oldest, largest, and most prestigious professional associations – let alone scientific associations – ACS and its component organizations rely critically on the efforts put forth by our member volunteers like MEMBER NAME.

In addition to the benefits that MEMBER NAME gets from being part of a group of individuals dedicated to communicating technical knowledge, enhancing the application of science in societal decision making, and driving forward not only HIS/HER/THEIR knowledge but the knowledge of the next generation, HE/SHE/THEY is/are also doing tremendous work to advance professionally and is gaining skills equally useful in achieving goals and objectives at ORGANIZATION/COMPANY NAME.

Thank you again for helping to contribute to MEMBER NAME’s future and our future and long-term success as a professional organization. I look forward to working with HIM/HER/THEM for many years to come.

Sincerely,