



<Date>

Dear <Employee Name> ,

I would like to take this opportunity to thank you for your hard work and dedication over the past several weeks. Your actions upheld PG&E's Vision and Values, and demonstrated our commitment to the customers and communities we serve.

Please accept the enclosed certificate for going above and beyond the call of duty. You will also receive an award of <\$xxx> in the same manner as you receive your regular compensation within the next few weeks.

With great appreciation,

<Supervisor signature>

<Supervisor Name>