**Compliment Form**

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| 1. **Details of person giving compliment**
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| Title: 🞎 Mr 🞎 Mrs 🞎 Ms 🞎 Miss 🞎 Male 🞎 Female  |
| Surname: |
| First name: |
| 1. **Compliment details**
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| Nature of compliment🞎 Staff service/ support 🞎 Facilities 🞎 Successful resolution🞎 Implemented plans 🞎 Other service/ support 🞎 Other |
| Staff name: |
| Program: |
| Division: |
| Has the staff been informed of the compliment? 🞎 Yes 🞎 No  |
| Has their line manager been informed of the compliment? 🞎 Yes 🞎 No  |
| 1. **Compliment Summary**
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| 1. **Internal use only**
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| Staff logging compliment: |
| Position:  | Date received: |
| Compliment lodged: 🞎 Telephone 🞎 In person 🞎 In writing |
| Has compliment register been updated? 🞎 Yes 🞎 No  |
| Notes: |