



**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.com/>**

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Town Employee Being Complimented: \_\_\_\_\_

Name of Complimenting Person: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other Contact Information: (Telephone/ Email): \_\_\_\_\_  
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Description of Compliment (as detailed as possible): \_\_\_\_\_

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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: \_\_\_\_\_**