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**Sample Recognition Letter to   
IBHRE-Certified Professional**

**Instructions: Please print using your   
organization’s letterhead.**

Dear [IBHRE-Certified Professional]:

On behalf of [facility/organization], I would like to express my appreciation for the contributions you make to this organization. On this day, IBHRE Day, I thank you for the unique knowledge and skill sets you bring to the team. By becoming a Certified [IBHRE credential], you’ve demonstrated to me, our leadership, and your peers that continued learning and the pursuit of career development lead to improved patient care. In doing so, you serve as an example of professional excellence.

As an IBHRE-certified [Professional title], you have had a substantial impact on our facility by:

* Bringing increased knowledge, skills sets and confidence to our team;
* Improving the quality of patient care and outcomes;
* Pursuing continuing education and achieving higher competency levels; and
* Promoting higher professional standards among heart rhythm practitioners.

In recognition of your accomplishments and as a token of our appreciation, we have: [List all that apply]:

* Issued a news release to local news outlets (radio, television, newspapers)
* Provided staff with a summary of quality outcomes linked to IBHRE certified professional(s)
* Created a certification honor roll or wall of fame which can be viewed [location]
* Placed ads in the local newspapers, industry publication, organization newsletter, and/or website
* Sponsored a reception, breakfast, luncheon, or refreshment break for IBHRE certified professionals only, or the entire staff in honor of IBHRE Day
* Presented certified employee with IBHRE certification lapel pins and/or apparel
* Posted a special note on [facility’s] social media platform celebrating our certified professional(s).

Thank you, [name of certified professional] for your valuable role in improving patient care at [facility]. Your contributions have been instrumental in helping us elevate our standards of care.

With gratitude,

[Name, Title & Signature]