**Proclamation**

**City of [City Name]**

**Recognizing Administrative Professionals Day**

WHEREAS, the City of [City Name] recognizes the vital role administrative professionals play in ensuring the smooth operation of our businesses, schools, government offices, and community organizations; and

WHEREAS, administrative professionals contribute greatly to the efficiency, productivity, and success of workplaces by performing a variety of essential tasks, including office management, scheduling, customer service, record-keeping, communication, and problem-solving; and

WHEREAS, Administrative Professionals Day is celebrated annually to honor the hard work, dedication, and expertise of these individuals who consistently contribute to the success of their teams and organizations; and

WHEREAS, it is important to acknowledge the positive impact that administrative professionals have on our city's growth, development, and well-being, making them indispensable members of our community;

NOW, THEREFORE, I, [Mayor's Name], Mayor of the City of [City Name], do hereby proclaim Wednesday, [Date], as **Administrative Professionals Day** in the City of [City Name], and urge all residents to recognize and celebrate the invaluable contributions of administrative professionals in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of [City Name] to be affixed this [day] of [month], [year].

**[Mayor's Name]**  
Mayor of the City of [City Name]  
[City Seal]