**City of [Your City Name]**  
*Proclamation Recognizing National Receptionist's Day*  
**May [Date]**

Whereas, National Receptionist's Day is celebrated annually to recognize the vital role that receptionists and administrative professionals play in ensuring smooth and efficient operations within our workplaces, businesses, and organizations; and

Whereas, Receptionists are often the first point of contact for visitors, clients, and callers, providing an essential service in creating welcoming, organized, and positive environments; and

Whereas, The professionalism, dedication, and multitasking abilities of receptionists contribute significantly to the success of businesses, governmental institutions, and other key community services; and

Whereas, National Receptionist’s Day is an opportunity for all to honor and show appreciation for the hard work, positive attitudes, and excellent service that receptionists provide to ensure that every organization functions smoothly and successfully; and

Whereas, [City Name] is proud to recognize the valuable contributions of receptionists across our community, whose efforts often go unseen but are instrumental in keeping our city’s services and businesses running efficiently.

Now, Therefore, I, [Mayor’s Name], Mayor of the City of [Your City Name], do hereby proclaim **May Date**, as **National Receptionist's Day** in [Your City Name]. I urge all citizens and businesses to take a moment to acknowledge the outstanding contributions of receptionists and administrative professionals who provide vital services with dedication, patience, and exceptional skill.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of [Your City Name] to be affixed this [Date] day of May, 2025.

**[Mayor’s Name]**  
Mayor of [Your City Name]  
[City Seal]