Dear [Department] Team,

I hope this message finds you well. We are thrilled to announce the launch of our new Employee Recognition Program, a significant initiative aimed at celebrating the outstanding contributions of each team member.

**Why a Recognition Program?**

At [Department Name], we believe that every effort, big or small, plays a crucial role in our collective success. The Employee Recognition Program is designed to acknowledge and appreciate the hard work, dedication, and achievements of each one of you. We understand that a motivated and appreciated team is a productive and satisfied team.

**Key Features of the Program:**

1. **Diverse Recognition Categories:**
	* Celebrating individual achievements, teamwork, innovation, and more!
2. **Nomination Process:**
	* Anyone can nominate a colleague for recognition.
	* Recognize exceptional efforts, positive contributions, and above-and-beyond commitment.
3. **Recognition Committee:**
	* A dedicated committee will ensure fairness and objectivity.
	* Your peers will be involved in the process, making it a truly democratic initiative.
4. **Various Recognition Methods:**
	* Public acknowledgment in team meetings and newsletters.
	* Tangible rewards, certificates, and plaques for significant achievements.
5. **Regular Evaluation:**
	* Continuous feedback and evaluation to adapt and improve.
	* Your input will be crucial in shaping the success of the program.

**How Can You Get Involved?**

1. **Nominate a Colleague:**
	* Witnessed a colleague's exceptional effort? Nominate them for recognition!
2. **Join the Recognition Committee:**
	* Want to be directly involved? Consider joining the committee to help oversee the program.
3. **Share Your Feedback:**
	* We value your thoughts. Share your feedback on the program regularly.

**Launch Event:**

We will be kicking off the program with a special launch event on [Date]. Join us to learn more about how the program works, the categories, and the exciting opportunities it brings. Snacks and refreshments will be provided!

**Save the Date:** [Date] [Time] [Location]

This is an exciting step forward for our department, and we look forward to building a culture of appreciation and recognition together.

If you have any questions or suggestions, please feel free to reach out to [Your Contact Information].

Best regards,

[Your Name] [Your Position] [Department Name]

