

[Your Company Logo]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Company Name]

Dear [Employee's Name],

Subject: Employee Recognition Program Announcement

I am pleased to announce the launch of our new Employee Recognition Program designed to acknowledge and celebrate the hard work and dedication of our team members.

[Insert a brief description of the program and its importance to the company culture.]

We believe that recognizing our employees not only boosts morale but also fosters a collaborative environment where everyone thrives. Each month, we will highlight individuals who have gone above and beyond in their roles.

To participate, please submit nominations through [mention the nomination process] by [specify due dates]. Our recognition committee will review all nominations and select winners based on [criteria for selection].

We invite everyone to take an active part in this initiative as we work together to cultivate a culture of appreciation. Thank you for your continued efforts and dedication to [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]