

# Recognition Sample Communications Toolkit

## Sample Email: Early Announcement to Managers

**Goal:** To prepare your people leaders to use the new recognition tools and explain the benefits.

**Subject:** Coming Soon: A new way to recognize your team!

**Hi Team,**

We are excited to announce that our company is launching a new employee recognition program.

**What this means for you:**

- **Seamless Management:** Because this is built into our ecosystem, your team roster updates automatically. You don't need to worry about manually adding new team members to a separate system.
- **Instant Impact:** You now have an easy, integrated way to celebrate wins, milestones, and commend great work.

**What you need to do:**

1. **Look out for the launch:** We are turning the feature on [Date].
2. **Lead by example:** When we launch, be the first to send a recognition to your direct reports.
3. **Direct questions:** If your team has questions, direct them to [HR Contact].

We're thrilled to give you better tools to celebrate your team. Let's make this a great launch!

Best,

[Your Name]

# Recognition Sample Communications Toolkit

## Sample Comms Apps Message (Slack, Teams, etc.): Early Announcement to Managers

 **Coming Soon: A new way to recognize your team!**

We're launching a new recognition program.

 **Why it's great:**

- **Seamless:** Your team roster updates automatically, no manual entry needed.
- **Instant Impact:** An easy way to celebrate wins and milestones.

 **Next Steps:** Watch for the launch on **[Date]**. Read email for more details.



# Recognition Sample Communications Toolkit

## Sample Email: Company-Wide Announcement

**Goal:** To drive adoption by highlighting that peer-to-peer and manager recognition is now easily accessible via their existing login.

**Subject:** Say "Thank You" like never before!

**Hi Everyone,**

We are thrilled to launch our new **Employee Recognition** program!

Celebrating our wins, big and small, is a huge part of our culture. We wanted to make it easier than ever to shout out a teammate

**Why you'll love it:**

- **Recognize in Real-Time:** Send kudos to a peer immediately after they help you out.
- **Easy Access:** No new passwords to remember. .

**How to get started:**

1. Log in and go to the "**Recognitions**" section.
2. **Send your first shout-out.** Who helped you this week? Go send them a note!
3. **Amplify the appreciation.** Like and comment on other recognitions posted on your company feed.

Let's celebrate success together.

Best,

The HR Team

# Recognition Sample Communications Toolkit

## Sample Comms Apps Message (Slack, Teams, etc.): Launch Day Call to Action

 **It's Live: New Recognition Tools!**

The new recognition feature is now active.

 **Your Mission:**

- **Lead by example:** Be the first to send a recognition to your direct reports today.
- **Questions:** Reach out to **[HR Contact]**.

 Read email for more details.



# Recognition Sample Communications Toolkit

## Sample Email: Monthly Reminder

**Goal:** To keep engagement high and remind employees to use their points or send praise.

**Subject:** Who was a rockstar this week?

Hi Team,

It's been a busy month! Take a moment to think about a colleague who made your life easier recently.

Did someone:

- Help you meet a tight deadline?
- Solve a tricky problem?
- Just bring great energy to a meeting?

**Log in** and send them a quick "Thank You" right now. It goes a long way!

Best,

The HR Team

# Recognition Sample Communications Toolkit

## Sample Comms Apps Message (Slack, Teams, etc.): Monthly Reminder

🎉 This March, we're celebrating Employee Appreciation Week!

There is no better time to celebrate your team.

### 🌟 The Challenge:

- Log in and **send a recognition to every team member** this week.
- Make it personal and commend their recent wins.

