

Corporate achievement scheme introduction

Dear Team,

We are excited to introduce our Employee Achievement Scheme to celebrate outstanding performance, dedication, and innovation within our organization. This program will recognize employees quarterly and annually based on measurable results and contributions.

Nomination forms and evaluation criteria will be shared via email. Rewards include certificates, appreciation gifts, and public recognition.

We look forward to acknowledging your hard work and achievements.

Best regards,

[HR Manager Name]

[Company Name]

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<https://www.lettersandtemplates.com/letters/achievement-scheme-announcement-letter>