

Internal departmental recognition program

Dear Team Members,

We are excited to announce the launch of our Departmental Achievement Scheme. This program will recognize outstanding contributions and exemplary performance within our department.

Winners will receive certificates, recognition at team meetings, and opportunities for professional development. Nominations will be accepted from peers and supervisors.

We look forward to celebrating your achievements and contributions.

Regards,

[Department Head Name]

[Organization Name]

Get more templates here:

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