Birthday email to employee

Send it on the morning of the birthday, or on the last working day before it if the birthday falls on a weekend or a day off. Only send team-wide shout-outs for employees who have opted in.

FROM THE MANAGER

Subject: Happy birthday, [First Name]!

Hi [First Name],

Happy birthday! I hope you get to spend some of today doing something you enjoy.

I also wanted to say thanks for [specific recent thing, e.g. the way you covered the Monday queue while we were short two people]. It didn't go unnoticed.

Enjoy the day, and [personal touch, e.g. don't let anyone talk you out of the second slice of cake].

[Your Name]

FROM HR

Subject: Happy birthday from all of us at [Company]

Hi [First Name],

Everyone at [Company] wishes you a very happy birthday!

As a small thank you, [perk, e.g. there's a $[Amount] gift card waiting for you in [Rewards Platform] / lunch is on us this week; just show this email at the cafeteria].

Have a great day,

[Your Name]
[Title], [Company]

TEAM SHOUT-OUT

Subject: Help us wish [First Name] a happy birthday

Hi team,

Today is [First Name]'s birthday! [First Name] has been with [Team Name] since [Year] and is the person we all go to for [what they're known for].

There's cake in [Location] at [Time], and you can add a message to the card here: [Card Link]

Happy birthday, [First Name]!

[Your Name]

BIRTHDAY DAY OFF

Subject: Your birthday day off is ready to book

Hi [First Name],

Your birthday is coming up on [Birthday Date], and at [Company] that means a paid day off to enjoy it.

You can take it on your birthday or any day within [Window, e.g. the same month]. Just book it in [Time-Off System] as "Birthday leave" and let [Manager Name] know so the schedule is covered.

Happy early birthday!

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Happy birthday, [First Name]!
- Happy birthday from all of us at [Company]
- Help us wish [First Name] a happy birthday
- A little something for your birthday
- Your birthday day off is ready to book
- Cake in [Location] at [Time] for [First Name]
- Have a great birthday, [First Name]

SMS / WHATSAPP VERSION

Happy birthday, [First Name]! Ø<ß‰ Thanks for all you do on [Team Name]. Enjoy your day. - [Your Name]

Placeholders to replace: [First Name], [Team Name], [Year], [Birthday Date], [Amount], [Rewards Platform], [Time-Off System], [Window], [Manager Name], [Location], [Time], [Card Link], [Your Name], [Title], [Company]