Employee recognition email

Send it within a few days of the work you are recognizing, while the details are fresh. Recognition sent a month later, or saved for the annual review, loses most of its effect.

PERSONAL THANK YOU

Subject: Thank you for [Specific Work]

Hi [First Name],

I wanted to say thank you for [Specific Action, e.g. staying with that customer on Tuesday until the billing error was fixed, even though it ran 40 minutes past your shift].

Because of that, [Result, e.g. the customer called back to cancel their complaint, and we found the same error on 200 other accounts before they were billed].

That's exactly the kind of judgment that makes this team work. I appreciate it.

[Manager Name]

TEAM SHOUT-OUT (GREAT JOB EMAIL TO TEAM)

Subject: Great work this week, team

Hi team,

I want to recognize the work you all put in on [Project or Period, e.g. the system cutover last weekend].

A few things that stood out:
- [Name] [Specific Contribution]
- [Name] [Specific Contribution]
- The whole team [Shared Result, e.g. kept average wait time under two minutes on our busiest Monday of the quarter]

[What It Meant, e.g. Our client's operations lead called it the smoothest cutover they've seen.]

Thank you. [Small Gesture, e.g. Lunch is on me Friday.]

[Manager Name]

PEAK SEASON OR EXTRA EFFORT

Subject: Thank you for getting us through [Peak Period]

Hi everyone,

[Peak Period] is behind us, and I wanted to thank you properly.

In [Time Frame], this team handled [Volume, e.g. 38,000 orders, about 60% more than a normal month], with [Quality Measure, e.g. a pick accuracy of 99.6%]. Many of you picked up extra shifts or covered for colleagues at short notice.

As a thank you, [Recognition, e.g. everyone who worked during peak will get an extra paid day off, to be used by March 31. HR will follow up with details].

I know it was a lot. Thank you.

[Site Leader Name]
[Title]

RECOGNITION SHARED WITH LEADERSHIP

Subject: Recognizing [Employee Name]'s work on [Project]

Hi [Leader Name],

I wanted to make sure you saw the work [Employee Name] did on [Project].

[Two or Three Sentences: The Problem, What They Did, The Result in Numbers Where Possible].

I've thanked [First Name] directly, but a note from you would mean a lot. I've copied them here.

[Manager Name]
[Title]

SUBJECT LINE IDEAS

- Thank you for [Specific Work]
- Great work this week, team
- A quick thank you, [First Name]
- Recognizing [Employee Name]'s work on [Project]
- Thank you for getting us through [Peak Period]
- Shout-out: [Team Name] on [Achievement]
- You made a difference this week

SMS / WHATSAPP VERSION

[First Name], thank you for [Specific Action] today. Because of you, [Result]. Really appreciate it. [Manager Name]

Placeholders to replace: [First Name], [Employee Name], [Specific Action], [Result], [Project or Period], [Peak Period], [Volume], [Quality Measure], [Recognition], [Leader Name], [Manager Name], [Site Leader Name]