



IT RECOGNITION PROGRAM

We are thrilled to announce the launch of our brand-new Recognition Program! This initiative is designed to foster a culture of appreciation and acknowledge the incredible efforts you all put into making our IT team a success. We recognize that each one of you plays a pivotal role in achieving our collective goals, and it's time to celebrate those efforts in a special way. The program revolves around a simple but powerful idea: recognizing and thanking your peers for their outstanding contributions. Starting today, you have the opportunity to show your appreciation through a tiered reward system:

1. **Thank You Note:** A heartfelt thank you can go a long way!
2. **Thank You Note & \$25 Gift Card:** You can now nominate your peers for a \$25 gift card as a token of gratitude for their valuable assistance, support, or teamwork.
3. **Thank You Note & \$100 Gift Card (with Manager Approval):** For exceptional contributions that deserve a more significant recognition, you can nominate a colleague for a \$100 gift card. To use this tier, simply seek approval from your manager, outlining the reasons for the nomination.
4. **Thank You Note & \$250 Gift Card (with Written Manager Approval and Rewards Team Review):** We understand that some accomplishments go above and beyond, and we want to make sure they are celebrated accordingly. For extraordinary efforts, a \$250 gift card awaits the nominee. To qualify for this tier, secure written approval from your manager and submit the nomination to the Rewards and Recognition Team for final acceptance. All \$250 nominations will be reviewed and the top 4 will be selected by the Recognition team.

The process is straightforward:

1. Complete the online nomination form [Thank You](#), providing specific details about your colleague's outstanding performance or support.
2. For the \$100 and \$250 gift card tiers, seek written approval from your manager. This can be in the form of an email.
3. Submit the nomination form and the manager's approval (if applicable) to the Recognition Team online. They will review the nominations and process the rewards accordingly.

Remember, appreciation and recognition are not limited to specific roles or achievements, but for now, it is limited to IT. Whether it's going the extra mile to help a teammate, demonstrating exceptional problem-solving skills, or consistently showing dedication to our IT projects, every positive action deserves acknowledgment.

Let's embrace this opportunity to uplift and inspire each other. Together, we will build a stronger, more motivated team that takes pride in recognizing one another's accomplishments. If you have any questions or need further guidance, don't hesitate to reach out to the Recognition Team (Michelle, Shashi, Wendy, Shawn, Kelly, Rajat, Nicholas, Justin & Kurt)

Thank you for your ongoing commitment to excellence and teamwork. Let's make this program a resounding success and create a workplace where appreciation and recognition thrive!

Thank you!
Recognition Team