**Internal Bucketlist Announcement - email communication #3**

**What:** This communication is meant to foster excitement around the upcoming program launch.

**When:** Close to launch - the week or a few days prior to launch day.

**Who:** Everyone in the organization.

Please edit the communication to best fit your needs.

**Email Communication**

**Subject:** Just around the corner!

**Body:** We wanted to remind you that we’re close to launching our recognition program. It’s only **[X] days** until we launch!

**Here’s a quick overview of things to remember about the program:**

* This is your chance to say “thank you” to your colleagues. To recognize a fellow team member simply type their name in the top recognition box and write a brief summary of what they did to deserve points. Select the amount of points you’d like to give them and the core value (aka the category their amazing work falls into). Everyone at the company is eligible to give and receive recognitions!

**Additionally, we will also have the following awards:**

* [insert name of awards and frequency of awards]

We’re also open to any feedback on the program at any time, so please feel free to contact your HR team with any comments, questions or feedback. We’re really looking forward to launching and seeing all of those great recognitions come through.

Best,

[name]