**Internal Bucketlist Announcement - email communication for Launch Day**

**What:** This communication is to announce the launch of Bucketlist & to let the organization know they can login and start utilizing the platform.

**When:** On Launch Day

**Who:** Everyone in the organization.

Please edit the communication to best fit your needs.

**Email Communication**

**Subject:** Celebrating the Launch of Our Exciting Recognition and Rewards Program!

**Body:**

Today is a truly special day as we officially launch our highly anticipated Recognition and Rewards Program! I couldn't be more thrilled to announce this new chapter in our journey towards fostering a culture of appreciation and recognition.

This program is designed to celebrate the outstanding efforts and accomplishments of each and every member of our team. We firmly believe that recognizing and rewarding excellence is vital to creating a positive and motivating work environment, and this program is our way of showing gratitude for the incredible work you do day in and day out.

So, how can you start enjoying the benefits of this program? Here's what you need to know:

1. Recognition at Your Fingertips: We have introduced a user-friendly platform **(insert Bucketlist web URL)** where you can easily acknowledge and appreciate the exceptional efforts of your colleagues. This platform allows you to personalize your messages and share them with the entire team, ensuring that the recognition resonates deeply with the recipient.

To give someone a recognition, 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). You can also attach a photo, emoji, or gif to your recognition. The person you give points to will receive an email notifying them and so will their manager (if applicable).

Check out the feed to see all of the amazing things going on throughout the company. You can comment and like these posts. You can also add your points to an existing post.

2. Peer-to-Peer Appreciation: Remember, recognition is not limited to managers alone. We encourage all team members to actively participate in acknowledging the achievements of their colleagues. Let's create a supportive environment where appreciation flows freely among peers.

3. Exciting Rewards Await: In addition to heartfelt recognition, our program offers an array of incredible rewards. From gift cards to exclusive experiences, professional development opportunities, and much more, we have curated a collection of rewards that are sure to delight and motivate you. **(Remove/edit if not applicable)**.

4. Monthly and Annual Awards: Throughout the year, we will be recognizing exceptional achievements with our monthly and annual awards. These accolades will celebrate the individuals who consistently demonstrate remarkable dedication and go above and beyond in their roles. **(Remove/edit if not applicable)**.

5. Surprise Appreciation Events: Get ready for some exciting surprises! We have planned surprise appreciation events and team celebrations to keep the momentum and enthusiasm alive. These events will provide opportunities for us to come together, connect, and celebrate our collective success. **(Remove/edit if not applicable)**.

6. Stay Informed: To stay updated on program guidelines, eligible achievements, and other important details, please refer to the program documentation that has been shared with you. We have also designated dedicated point of contacts, [Name], who will be available to address any questions or concerns you may have. **(Remove/edit if not applicable)**.

Today marks the beginning of an exciting chapter in our organization's journey, one where we acknowledge and celebrate each other's contributions in a meaningful and tangible way. We encourage you all to actively participate, express your appreciation, and take advantage of the rewards that await you.

Let's embark on this journey together and make our workplace an even more inspiring and rewarding environment. We have no doubt that the Recognition and Rewards Program will have a positive impact on our team, boosting morale, motivation, and camaraderie.

Thank you for your continued dedication and commitment. Here's to a future filled with appreciation, recognition, and outstanding achievements!

With heartfelt enthusiasm,