

# Recognition Sample Communications Toolkit

## Sample Email: Early Announcement to Managers

**Goal:** To prepare your people leaders to use the new recognition tools and explain the ADP integration benefits.

**Subject:** Coming Soon: A new way to recognize your team in ADP!

Hi Team,

We are excited to announce that [Company Name] is launching a new employee recognition program directly through **ADP Connect**.

### What this means for you:

- **Seamless Management:** Because this is built into our ADP ecosystem, your team roster updates automatically. You don't need to worry about manually adding new team members to a separate system.
- **Instant Impact:** You now have an easy, integrated way to celebrate wins, milestones, and commend great work.

### What you need to do:

1. **Look out for the launch:** We are turning the feature on [Date].
2. **Lead by example:** When we launch, be the first to send a recognition to your direct reports.
3. **Direct questions:** If your team has questions, direct them to [HR Contact].

We're thrilled to give you better tools to celebrate your team. Let's make this a great launch!

Best,

[Your Name]

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## Sample Email: Company-Wide Announcement

**Goal:** To drive adoption by highlighting that peer-to-peer and manager recognition is now easily accessible via their existing ADP login.

**Subject:** Say "Thank You" like never before!

Hi Everyone,

We are thrilled to launch our new **Employee Recognition** program!

Celebrating our wins big and small is a huge part of our culture. We wanted to make it easier than ever to shout out a teammate

**Why you'll love it:**

- **Recognize in Real-Time:** Send kudos to a peer immediately after they help you out.
- **Easy Access:** No new passwords to remember. It's all available right inside **ADP**.

**How to get started:**

1. **Log in to ADP:** [Insert Link to ADP Portal]
2. **Find the Hub:** Look for the "**Recognition & Rewards**" section.
3. **Send your first shout-out:** Who helped you this week? Go send them a note!

Let's celebrate success together.

Best,

The HR Team

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## Sample Email: Monthly Reminder

**Goal:** To keep engagement high and remind employees to use their points or send praise.

**Subject:** Who was a rockstar this week?

Hi Team,

It's been a busy month! Take a moment to think about a colleague who made your life easier recently.

Did someone:

- Help you meet a tight deadline?
- Solve a tricky problem?
- Just bring great energy to a meeting?

**Log into ADP** and send them a quick "Thank You" right now. It goes a long way!

Best,

The HR Team