Subject: Nominations Now Open: Recognize Excellence in [Department Name]

Dear [Department] Team,

I hope this message finds you well. We're excited to announce that nominations are now open for the [Department Name] Recognition Program! This is your chance to shine a spotlight on the exceptional individuals who make our department thrive.

**Why Nominate?**

* **Celebrate Achievements:** Acknowledge the outstanding efforts and achievements of your colleagues.
* **Foster a Positive Culture:** Contribute to creating a positive and supportive workplace culture.
* **Boost Morale:** Recognition motivates and inspires, boosting morale and team spirit.

**How to Nominate:**

1. **Visit the Nomination Portal:** [Provide link to the nomination portal]
2. **Fill Out the Nomination Form:** Share details about the individual or team you're nominating and the reasons for their exceptional contributions.
3. **Multiple Categories Available:** Choose from various categories like Innovation, Essence of Leadership, Lean Improvements, and more.

**Nomination Deadline:** [Specify the deadline for nominations]

**Save the Date for the Launch Event:** Join us on [Date] for the official launch event where we'll provide more details about the program and answer any questions you might have. Refreshments will be provided, and it's a great opportunity to learn more about recognizing excellence in our department.

**Launch Event Details:**

* **Date:** [Date]
* **Time:** [Time]
* **Location:** [Location]

Let's come together as a team to recognize and appreciate the incredible contributions that make our department exceptional.

If you have any questions or need assistance with the nomination process, please feel free to reach out.

Best regards,

[Your Name] [Your Position] [Department Name] [Your Contact Information]

