Subject: Call for Committee Members: Shape the Future of Recognition in [Department Name]

Dear [Department] Team,

As we gear up for another exciting year of recognizing and celebrating the exceptional contributions of our colleagues, we're thrilled to invite you to be a part of the [Department Name] Recognition Program Committee!

**Why Join the Committee?**

* **Shape the Program:** Contribute your insights and ideas to shape the future of our recognition program.
* **Celebrate Excellence:** Be at the forefront of acknowledging and celebrating the achievements of our talented team.
* **Team Building:** Collaborate with colleagues from various teams across the department, fostering a sense of camaraderie.

**Responsibilities of Committee Members:**

1. **Review Nominations:** Thoughtfully review and evaluate nominations for the recognition program.
2. **Program Enhancement:** Provide input on ways to enhance the program for continuous improvement.
3. **Ceremony Planning:** Assist in planning and organizing the recognition award ceremony.

**Time Commitment:** We understand everyone has busy schedules, and your time is valuable. The committee will meet [frequency of meetings, e.g., monthly] to ensure efficiency and accommodate everyone's schedules.

**How to Express Your Interest:** Reply to this email by [deadline] with a brief note expressing your interest in joining the committee. Feel free to share any specific skills or experiences that you believe would contribute to the success of the committee.

**Launch Event:** Save the date for our recognition program launch event on [Date]. It's an excellent opportunity to meet fellow committee members and learn more about the exciting plans for the year.

**Launch Event Details:**

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

Your active participation is key to making this year's recognition program a resounding success. Let's work together to create a culture where every contribution is celebrated!

If you have any questions or would like additional information, please don't hesitate to reach out.

Best regards,

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

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