**EXECUTIVE SUMMARY**

The Example Awards Program Emails are part of the Employee Awards Program Kit. The kit is designed to help you create your own Employee Awards Program.

These emails are meant to give you example copy you can use to contact employees to announce the awards, solicit nominations, and announce the winners.

The kit is provided for free by **Humor That Works**. If you paid for this kit or found it from some other location, please contact [kits@humorthatworks.com](mailto:kits@humorthatworks.com).

**FOR ADDITIONAL INFORMATION**

Some of this content was originally posted at [www.HumorThatWorks.com](http://www.HumorThatWorks.com). Visit the site for additional information regarding employee awards programs.

For questions or concerns, or to book me as an MC for your awesome upcoming awards program, email me at [andrew@humorthatworks.com](mailto:andrew@humorthatworks.com) or call 646.543.7398.

**EXAMPLE EMAILS**

Note: These example emails come from various award programs I’ve run in the past. Be sure to adapt as necessary and fill in the [BLANKS].

**Announcing the Awards Program / Encouraging People to Nominate**

As part of an existing Rewards and Recognition Program:

**Subject: [EVENT NAME] R&R Event >ACTION REQUESTED<**

Hello Coworkers! For those of you I haven’t met, my name is [YOUR NAME] (actually for those I have met my name is still [YOUR NAME]) and I am leading the Rewards & Recognition event at our upcoming [EVENT NAME].

The R&R event is going to be a glorious evening filled with rewards, recognition and [NAME OF CO-WORKER]. In addition to recognizing the large number of awards people have already earned (e.g. Anniversary Awards, Promotions), we’ll also be announcing winners of a few brand new awards!

But this email isn’t just to tease you about the awesome awards coming up, it’s also to request your help. That’s right, you just met me and I’m already asking for something. But don’t worry, it’s easy and fun. We need your help with nominating people for the [AWARDS NAME].

The [AWARDS NAME] will help to liven up the evening and will reward employees (as nominated by YOU and selected by the [COMMITTEE]) for [LIST OF AWARD CATEGORIES].

These nominations come from YOU (that’s right, you, the person reading this right now).

You can nominate yourself or someone else for the above categories. And don’t worry, these nominations are completely anonymous so there’s no way we’ll know if you did nominate yourself (even though there’s no shame in nominating yourself, we’ll just assume your stellar actions were recognized by a fellow co-worker).

To submit a nomination, click the link below by [NOMINATION DEADLINE].

[LINK TO NOMINATION FORM]

So to recap:

1. Go to this [LINK] and nominate yourself or others for the [AWARDS NAME] by [NOMINATION DEADLINE].
2. Get excited for an exciting [EVENT] (I’ve seen the agenda, trust me, it’s good).

If you have any questions, please let me know. Thanks! [YOUR NAME]

As a brand new venture:

**Subject: Announcing the 2013 Corporate Humor Awards**

I'm excited to announce the upcoming [AWARDS NAME]. The Awards are meant to celebrate individuals and organizations who are using humor to improve the workplace.

You can find out all of the necessary details on the website: [WEBSITE URL]

Nominations are open until [NOMINATION DEADLINE], so be sure to nominate a person or company who is doing awesome work and using humor (heck, you can nominate yourself!).

Winners receive fame, glory, and recognition. And you could win a great prize just for nominating someone.

So what are you waiting for? Nominate someone today! [LINK TO NOMINATION FORM]

**Reminding People to Nominate**

**Subject: Reminder: Award Nominations Open Until [NOMINATION DEADLINE]**

Hey Everyone—If you haven’t done so already, please submit any nominations for the [AWARDS NAME] by [NOMINATION DEADLINE]. These awards will help us recognize the valuable work you and your coworkers are doing.

To Nominate, just visit [LINK TO NOMINATION FORM].

Thanks! [YOUR NAME]

**Last Chance to Nominate**

**Subject: Award Nominations Closing Today. Nominate Now!**

Hey Everyone—Today is the last day for you to nominate your fellow employees (or yourself) for an [AWARDS NAME] award. Winners will be [EXAMPLE LIST OF WINNER BENEFITS].

To nominate, visit [LINK TO NOMINATION FORM] before [NOMINATION DEADLINE] tonight!

Thanks! [YOUR NAME]

**Notifying the Finalists**

**Subject: Congratulations! You are a [AWARDS NAME] Award Finalist!**

Hello [NAME], my name is [YOUR NAME] and I just wanted to let you know you have been selected as a [AWARDS NAME] Award Finalist. The winners will be announced [WINNER ANNOUNCEMENT DATE / TIME].

If you’re confused, just know that you or someone you know nominated you for a [AWARDS NAME] Award. Our [REVIEW PROCESS] decided that you were one of the top candidates and were selected as a finalist.

If you have any questions, don’t hesitate to contact [CONTACT NAME]. Thanks, and good luck! [YOUR NAME]

**Notifying the Winners**

Ideally you would announce the winners at some type of event; however if you are doing the awards virtually, you can use the below email to contact the winners.

**Subject: Announcing the [AWARDS NAME] Award Winners**

Hello [NAME]. We have announced the winners of the [AWARDS NAME], and ... CONGRATULATIONS! You won the [AWARDS NAME] AWARD!

You can see the full announcement here [LINK TO ANNOUNCEMENT], including what the panel had to say about your selection!

You can check out a list of all the winners (and all the finalists) here [LINK TO ALL OF THE WINNERS].

As an award winner, you will receive [LIST OF PRIZES FOR WINNING].

To arrange for receiving your prizes, [CONTACT INFO].

Congratulations! [YOUR NAME]

**Spreading the Word About Winners**

**Subject: Announcing the [AWARDS NAME] Winners!**

As you may know, we recently held the [AWARDS NAME] to celebrate the awesome work of our employees. Well the nominations are in, the votes have been collected, and we have announced the winners.

You can find the whole list of winners here [LINK TO ALL OF THE WINNERS] but to share a few highlights:

* [LIST OF SOME OF THE TOP WINNERS]

**What Can You Learn from the Winners?**

The primary purpose of the [AWARDS NAME] was to celebrate and recognize the awesome work individuals and organizations are already doing, but an additional benefit is that we can now showcase ways people are going above and beyond their role.

Here are a few examples of how employees at [COMPANY NAME] are delivering great results:

* [EXAMPLES OF AWESOME WORK PEOPLE ARE DOING]

If you see any of the award winners in the hall, be sure to congratulate them and thank them for their hard work. And start gearing up for next year, maybe you’ll be one the winning employees!

Thanks! [YOUR NAME]

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