

Employee Appreciation Week Overview

Dear Team,

As we approach Employee Appreciation Week, we are excited to share the activities we have planned to celebrate your hard work and dedication. This week is dedicated to recognizing the incredible contributions each of you makes to our organization.

Activity Schedule:

- **Monday:** Kick-off Breakfast at 9 AM in the cafeteria.
- **Tuesday:** Team-building exercises and games from 1 PM - 3 PM.
- **Wednesday:** Thank You notes and shout-outs in our weekly meeting.
- **Thursday:** Lunch on us! Catered lunch from 12 PM - 1:30 PM.
- **Friday:** End-of-week celebration with prizes and giveaways at 4 PM.

We encourage everyone to participate and make this week memorable. Your contributions are what make our company a great place to work!

Thank you for all that you do!

Best regards,
[Your Name]
[Your Position]