

# Employee Reward Program Update

Dear Team,

We are excited to share some updates regarding our Employee Reward Program that takes effect starting next month.

## New Categories for Awards

Based on your feedback, we are introducing new categories for recognition:

- Employee of the Month
- Team Excellence Award
- Innovation and Creativity Award

## Monthly Recognition Events

Beginning next quarter, we will hold monthly events to celebrate our award recipients and foster team spirit.

## Feedback Mechanism

We encourage everyone to share their thoughts on the program and suggest any improvements you would like to see.

Thank you for your continued hard work and dedication!

Best Regards,  
The HR Team