

# Exceptional Service Recognition Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Exceptional Service Recognition

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose the implementation of an Exceptional Service Recognition program within our organization to celebrate outstanding contributions from our team members.

As we strive for excellence in service delivery, it is important to acknowledge and reward those who go above and beyond their duties. Recognizing these exceptional individuals not only boosts morale but also encourages a culture of excellence and dedication.

## **Objectives of the Proposal:**

- To honor employees demonstrating outstanding service.
- To promote a positive work environment.
- To inspire a culture of excellence across the organization.

## **Proposed Recognition Criteria:**

- Significant contributions to team success.
- Positive feedback from clients and peers.
- Demonstration of leadership and initiative.

## **Recognition Methods:**

- Monthly awards and acknowledgment during team meetings.
- Annual gala to highlight exceptional service.
- Feature in company newsletters and bulletins.

I believe this initiative will greatly enhance our organizational culture and motivate staff to continue providing exemplary service. I look forward to discussing this proposal further and welcome your thoughts on the implementation process.

Thank you for considering this important initiative.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]