Blank Employee Recognition Program Proposal Template

Date:

Enter date

Prepared By:

Your name or department

Department/Team:

Enter department or team name

1. Purpose & Objectives

Describe the primary goals and objectives of the employee recognition program

2. Program Overview

Provide a summary of the proposed recognition program

3. Eligibility Criteria

Detail who is eligible to participate in the program

4. Recognition Methods & Types

Describe the types of recognition (e.g., awards, certificates, public acknowledgments)

5. Selection Process

Explain how recipients will be selected

6. Frequency & Timing

Specify how often recognition will be given

7. Implementation Plan

Outline the steps for rolling out the recognition program

8. Budget & Resources

Estimate the budget and outline required resources

9. Success Metrics & Evaluation

Describe how you will measure the success of the program

10. Additional Notes

Add any other relevant information or considerations